

**CONTRACTING WITH THE  
UNITED STATES DEPARTMENT OF TRANSPORTATION (DOT)  
*April 2001***

This pamphlet has been prepared to assist businesses seeking to, or in the process of, doing business with DOT. It intends to tell you who the U.S. DOT is, where the U.S. DOT purchasing activities are located and what the U.S. DOT purchases. Perhaps more importantly, we at the U.S. DOT are committed to assist you in marketing your products or services to the U.S. DOT. We welcome your inquiries concerning our contracting program.



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## *Introduction*

### **Departmental Overview**

The United States Department of Transportation (DOT) was formed in April 1967 and consists of the Office of the Secretary as well as the following Operating Administrations representing the various transportation modes:

- Bureau of Transportation Statistics
- Federal Aviation Administration
- Federal Highway Administration
- Federal Motor Carrier Safety Administration
- Federal Railroad Administration
- Federal Transit Administration
- Maritime Administration
- National Highway Traffic Safety Administration
- Research and Special Programs Administration
- Saint Lawrence Seaway Development Corporation
- Surface Transportation Board
- Transportation Administrative Service Center
- United States Coast Guard

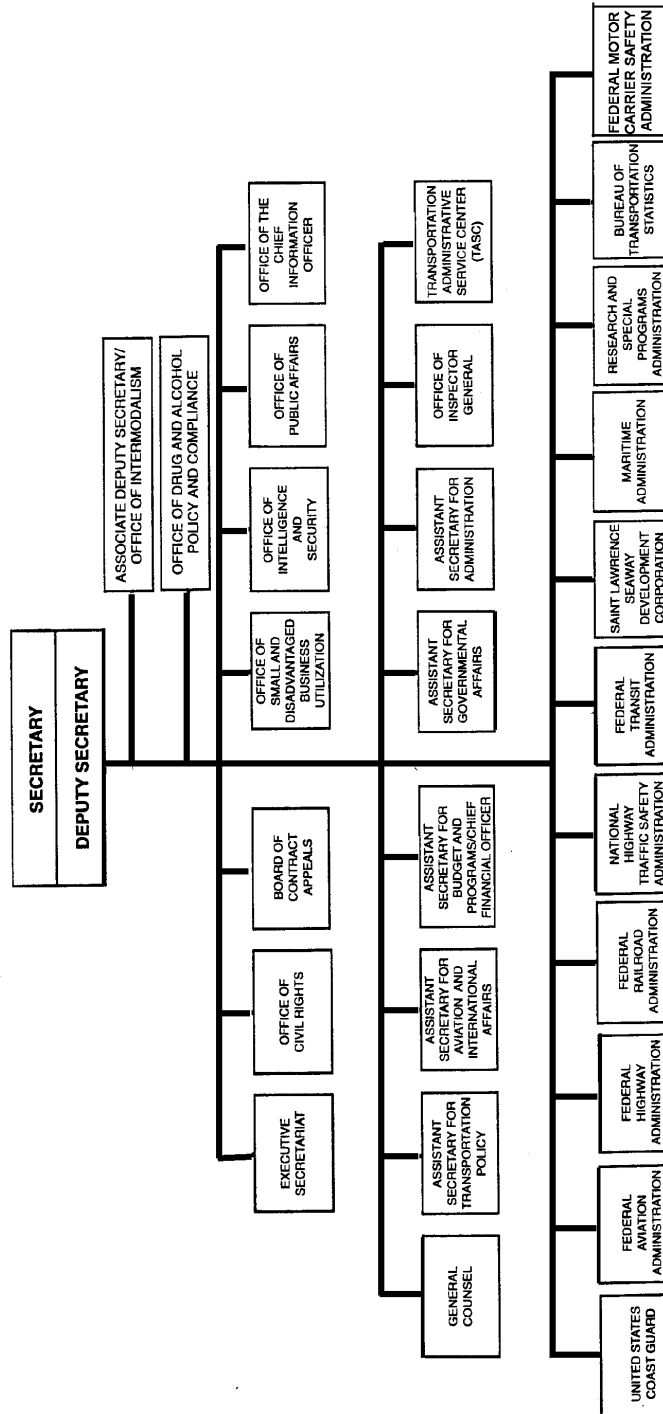
The Department serves as the focal point in the Federal Government for a coordinated national transportation policy. It is responsible for transportation safety improvements and enforcement, international transportation agreements and the continuity of transportation services in the public interest. The Department also prepares and proposes all legislation relating to transportation, coordinates transportation issues with other concerned agencies, and provides technical assistance to the states and cities in support of transportation programs and objectives. Through the various Operating Administrations, which comprise the Department, equipment and services are acquired to fulfill mission objectives and funds are disbursed to the states and municipal authorities for transportation purposes.

The Department has approximately 100,000 employees, including Coast Guard personnel, located throughout the world. These include specialists in many areas such as air traffic control, highway engineering, rail safety, hazardous materials, automobile, boat, and truck safety, and program administration.



# DOT Organizational Chart

## U.S. DEPARTMENT OF TRANSPORTATION



## *Office of Small and Disadvantaged Business Utilization (OSDBU)*

### **Introduction**

The Department has established the Office of Small and Disadvantaged Business Utilization (OSDBU) in accordance with Public Law 95-507, an amendment to the Small Business Act and the Small Business Investment Act of 1958. Also, in accordance with 49 U.S.C., DOT has established within the OSDBU, the Minority Business Resource Center to design and implement programs to encourage, promote and assist small disadvantaged businesses in obtaining transportation-related contracts and subcontracts.

DOT's Small and Disadvantaged Business Program is designed to ensure that small businesses have an equitable opportunity to participate in DOT's procurement programs, and that they receive a fair share of the resulting contract awards. The status of a business entity as "small" is determined by criteria established for each industry by the Small Business Administration (SBA) size standards as published in the regulation of the SBA (Title 13, CFR Part 121).

In keeping with national policy, DOT works closely with the Department of Commerce, Minority Business Development Agency on minority business matters and with the SBA in assisting small firms owned and controlled by socially and economically disadvantaged individuals. DOT also has a Memorandum of Understanding with the SBA pledging to work together to increase the participation of women-owned small businesses (WOSB) in prime and subcontracting opportunities at DOT.

The economically or socially disadvantaged businesses DOT works closely with to access government procurements include African Americans; Hispanic Americans; Native Americans, (American Indians, Eskimos, Aleuts, or Native Hawaiians); Asian Pacific Americans (persons with origins from Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, U.S. Trust Territory of the Pacific Islands, Northern Mariana Islands, Laos, Cambodia, or Taiwan); Asian Indian Americans (persons with origins from India, Pakistan or Bangladesh); and members of other groups designated from time to time by the SBA under 13 CFR 124.105(d).

### ***OSDBU Mission and Lines of Business:***

The mission of the DOT's OSDBU is "To promote customer satisfaction through successful partnerships that result in an inclusive and effective small business procurement process." To accomplish its mission, OSDBU has organized its responsibilities, programs and activities under four lines of business: **ADVOCACY**, **OUTREACH**, **FINANCIAL SERVICES**, and **ORGANIZATIONAL EXCELLENCE**. The results achieved under all four lines of business support the accomplishment of the DOT strategic goal - to encourage and assist the participation of small, women-owned and disadvantaged businesses in DOT and DOT-assisted contracts and grants.

In accomplishing this goal, OSDBU is committed to providing the highest level of customer service available to small businesses anywhere in federal government. OSDBU's emphasis on customer service reflects the vision that is defined in the Values Statement of DOT's Strategic Plan where it states that the Department will strive to, "Listen to, learn from, and collaborate with our customers on how best to address their needs."

## **ADVOCACY**

OSDBU's advocacy role includes a wide range of responsibilities and programs that are directed at ensuring small, women-owned and small disadvantaged business participate in the Department's direct procurement and Federal financial assistance programs. OSDBU is committed to ensuring that all small businesses, including women-owned and disadvantaged firms, have an equitable opportunity to participate in DOT's procurement programs, and that they do in fact receive a fair share of the resulting contract awards at the federal, state and local levels.



One of the key programs under the advocacy line of business is the Disadvantaged Business Enterprise (DBE) program. In 1983, Congress enacted the first disadvantaged business enterprise (DBE) statutory provision. This provision required the Department to ensure that at least 10% of the funds authorized for the highway and transit financial assistance programs be expended with DBEs. Primarily three major DOT operating administrations are involved in the DBE program. They are the Federal Highway Administration, the Federal Aviation Administration and the Federal Transit Administration. The DOT DBE program is carried out by state and local transportation agencies under the rules and guidelines in the Code of Federal Regulations Title 49 Part 26. Among other things, the DOT DBE regulations require recipients of DOT Federal financial assistance, namely, state and local transportation agencies, to establish goals for the participation of disadvantaged entrepreneurs and certify the eligibility of DBE firms to participate in their DOT-assisted contracts.

Other programs and initiatives include: implementing and monitoring the DOT's goals for small, women-owned and disadvantaged business under the Procurement Preference Goals Program and the SBA 8(a) Program, Small Business Set-aside Program, Subcontracting Program, Small Business Innovation Research (SBIR) Program, Women Business Enterprise Program, HUBZone Empowerment Contracting Program, Veteran's Business Development Program, Research and Research & Development Goaling Program, Annual Minority Business Development Program (MBDA-91), Advanced Procurement Planning (PL 100-656/Section 501), Assist SBA/PCR in analyzing procurements for 8(a) & Small Business Set-asides, Small Business Competitiveness Demonstration Program, Review/Comment/Implement Procurement Policies and Legislation, Assist Firms on Prompt Payment Act Requirements and Rural Area Business Enterprise Development Plan, Counseling Businesses, Mediating and Resolving Sensitive Procurement Related Issues.

## OUTREACH

One of OSDBU's highest priorities is to provide consistent, sustained energy and direction in its outreach activities. OSDBU undertakes a variety of initiatives designed to provide information on marketing a business to DOT and its grantees and recipients, transportation-related procurement opportunities, federal regulations, certifications, and much more. Several key initiatives include:

- **National Information Clearinghouse (NIC)**

The Department of Transportation's Office of Small and Disadvantaged Business Utilization (OSDBU) operates a National Information Clearinghouse (NIC). The NIC serves as a central point of contact for the dissemination of program and procurement information, procurement forecasts, forms, data, public laws, orders and other similar information of interest to the OSDBU community.

The NIC's customer service representatives respond to inquiries and questions received through the dedicated toll free number (800) 532-1169, by written correspondence, or by e-mail in the Feedback section of the OSDBU web site at <http://osdbuweb.dot.gov.dot>.

For specific requests that require the assistance of small business specialists, the NIC customer service representatives transfer calls to one of the OSDBU business specialists with appropriate expertise. OSDBU business specialists provide counseling on a variety of issues including how to market DOT for contracting opportunities; how to become certified under the DOT Disadvantaged Business Enterprise (DBE) program; the basic procedures of government contracting; and providing appropriate points of contact at the federal, state and local levels. Moreover, Business Specialists address inquiries on OSDBU programs including the Bonding Assistance Program and Short Term Lending Program, dispute resolution, and related topics.



While the NIC representatives are available to answer phone inquiries during normal business hours, the OSDBU web site <http://osdbuweb.dot.gov> is available for use 24 hours a day, 7 days a week. The OSDBU web site has increasingly become the primary means that the NIC uses to provide information to the OSDBU community. The information OSDBU provides on its web site is continually being updated. Information can be accessed immediately and the information posted on the web is always the most current.

The OSDBU web site includes information on OSDBU's four lines of business, how to market DOT, contract opportunities, regulatory issues including the DOT Disadvantaged Business Enterprise (DBE) program, OSDBU's monthly newsletter called *The Transportation Link*, hyperlinks to related web sites, and news of interest to OSDBU customers. A search engine and a site map are provided to help find needed information.

To better serve OSDBU's customers, a Feedback section has been included on the web site at <http://osdbuweb.dot.gov/about/feedback.html>. Customers can go there to fill out a quick questionnaire evaluating OSDBU services, or they can type in an e-mail comment or inquiry. This feedback is used to evaluate future OSDBU services.

On the web site, at <http://osdbuweb.dot.gov/about/lists/lists.html>, there is also a News By E-mail service. On this page, customers can subscribe to receive automatic e-mail announcements on conferences/outreach events, DBE program updates, *Transportation Link* postings, and news of general interest to the OSDBU community.

The NIC toll-free number also includes an option for the OSDBU Fax On-Demand service. The Fax On-Demand system conveniently "walks" customers through requesting a directory of all documents that can be ordered through the Fax On-Demand system to allow customers to order documents that address their specific needs. Through this service, requested documents are faxed to the number specified at home or office 24 hours a day. This service is especially popular with businesses that have access to a fax machine, but may not have access to the OSDBU web site.

*(Please see the Fax On-Demand catalog on the following page.)*





## Fax-on-Demand Catalog

<b>CODE</b>	<b>DOCUMENT</b>	
100	Catalog of Fax-On-Demand Documents (1)	
101	DOT Short-Term Lending Program Fact Sheet (4)	
102	DOT Bonding Assistance Program Fact Sheet (5)	
103	Short-Term Lending Program Application (11)	
104	Bonding Program Application (32)	
105	The Transportation Link - current monthly newsletter (4,6 or 8 depending upon issue)	
107	US DOT Overview (1)	
108	OSDBU Overview (2)	
109	OSDBU Directors List (5)	
110	U.S. Government SBA Section 8(a) Program (3)	
111	DOT HQ Small Business Specialists (2)	
112	DOT HQ Simplified Acquisitions Procedure Officials (1)	
113	Transportation Equity Act Model (TEAM) (1)	
114	DOT Disadvantaged Business Enterprise Program (2)	
115	DOT-SBIR Program (2)	
		<b>Procurement Forecast FY2000</b> Can be viewed on our web site at: <a href="http://osdbuweb.dot.gov">http://osdbuweb.dot.gov</a> . You may also call 1(800) 532-1169 to receive a paper copy of this publication.
		<b>Disadvantaged Business Enterprise (DBE) Program Information</b> 403 DBE/Paving the Road to Equal Opportunity (2) 404 The New DOT DBE Rule is Narrowly Tailored (2) 405 What's New in the New DOT DBE Rule (4) 406 Questions pertaining to the DBE Program (5) Answers are available online at: <a href="http://osdbuweb.dot.gov/business/dbe/dbeqna.html">http://osdbuweb.dot.gov/business/dbe/dbeqna.html</a> . You may also call: 1-800-532-1169 to receive a print version. 407 DBE Liaison and Certification Officers (8)



- **Transportation Equity Act Model (TEAM)**

The Office of Small and Disadvantaged Business Utilization (OSDBU) offers a comprehensive delivery system that targets its services towards small Disadvantaged Business Enterprises (DBEs) to assist them in becoming successful competitors in the 21st century. OSDBU has instituted a new concept for providing services to small businesses by using an individual approach called, Transportation Equity Act Model (TEAM). The TEAM will identify opportunities for contracts with design-build and mega projects funded by DOT and will assist firms in gaining access to other DOT-funded or DOT-assisted contracting opportunities.

The primary objectives of the TEAM are: 1) to seek an increase in the number of small and disadvantaged businesses that enter into transportation-related contracts, 2) to increase the number of firms that receive surety bonds and working capital through DOT's financial assistance programs, 3) to increase the number of businesses participating in hands-on-training that is related to specific disciplines required for obtaining contracts, and 4) to utilize OSDBU's National Information Clearinghouse (NIC) for providing outreach and contract information.

- **Entrepreneurial Training and Technical Assistance Program (ETTAP)**

The OSDBU administers the Entrepreneurial Training and Technical Assistance Program (ETTAP) through Partnership Agreements with Minority Educational Institutions (MEIs) including Historically Black Colleges and Universities, Hispanic Serving Institutions and Tribal Colleges. The program combines the efforts of MEIs, government, and the private sector to focus on providing transportation-related assistance and procurement information to small, women-owned and disadvantaged businesses. Further, the program also provides training and development to students in transportation-related fields through the use of internships and fostering interdisciplinary opportunities for students in the field of transportation. The program focuses on the following three transportation-related areas: (1) Training/technical assistance on the use of and access to Electronic Commerce and the Internet; (2) Transportation-related student internships; (3) Information dissemination and outreach activities regarding the Presidential Welfare to Work Initiative to hire individuals off the welfare rolls and to support the U.S. Department of Transportation Garrett A. Morgan Technology and Transportation Futures Programs.

- **Transportation Marketplace Conferences**

The OSDBU is responsible for conducting a series of Transportation Marketplace Conferences as part of its national outreach effort to provide information to the small business community, including minority and disadvantaged business enterprises. The purpose of the conferences is to educate, train, and assist small business owners to DOT-funded procurement and DOT-assisted contracting opportunities in a target state. OSDBU provides information to the small business community on how to do business with the Department of Transportation (DOT), its grantees and recipients including marketing, procurement opportunities, federal regulations, certifications, electronic commerce, financial assistance and much more.

With these goals in mind, the conferences bring together OSDBU officials, representatives from DOT agencies, prime contractors, city and state officials, administrators and procurement officers. OSDBU also partners with other Federal government agencies to provide a broad range of opportunities for small business enterprises. In addition, OSDBU includes DOT agencies at the state and local levels to participate in the conferences. Small and disadvantaged business entrepreneurs are able to network with government representatives, meet one-on-one with prime contractors and learn about federal programs and the contracting process.



## FINANCIAL SERVICES

OSDBU provides financial services to the small disadvantaged business community through its Short Term Lending Program (STLP) and Bonding Assistance Program (BAP). OSDBU's partners in this important line of business are minority banks and surety bonding agents.

- **Short Term Lending Program (STLP)**

Many disadvantaged and women-owned business enterprises that are qualified to perform transportation-related contracts have experienced difficulty in obtaining short term working capital. In response, the U.S. Department of Transportation (DOT) Short Term Lending Program (STLP) was developed by the Office of Small and Disadvantaged Business Utilization (OSDBU) to offer certified DBEs the opportunity to obtain short term working capital at prime interest rates for transportation-related projects. The STLP provides revolving lines of credit to finance accounts receivable arising from transportation-related contracts. The primary collateral consists of the proceeds of the contracts. Borrowing under the lines of credit are to meet the short term costs of performing the contract(s) being financed.

- **Bonding Assistance Program (BAP)**

The Bonding Program offers certified minority, women-owned and disadvantaged business enterprises (DBEs) an opportunity to obtain bid, payment and performance bonds for transportation-related projects. The program provides an 80% guarantee against losses on contracts up to \$1,000,000. Bond approval and issuance are performed by the DOT Capitol Sureties.

Firms may consider utilizing the services of the U.S. Department of Commerce, Minority Business Development Centers (MBDCs), the SBA's Small Business Development Centers (SBDCs), the Service Corps of Retired Executives (SCORE), or State Supportive Services Contractors of state DOTs as possible sources for assistance or guidance in preparing a loan or bond application package. The program will also accept loan and bond packages developed by private resources and organizations.

Both programs have the same basic eligibility requirements. These are: (1) the applicant must hold a current, valid certification as a DBE, MBE, or WBE from an agency applying DOT certification requirements or be 8(a) firms certified by the SBA and, (2) the firm must possess or is seeking a transportation-related contract which supports the application.

## ORGANIZATIONAL EXCELLENCE

OSDBU focuses on the efficient management of resources to provide the highest level of customer service. The Department's strategic plan emphasizes a ONE DOT management concept, projecting the melding of a unified DOT, capable of acting as an integrated, purposeful leader to optimize transportation efficiency and effectiveness.

OSDBU is committed to using all its organizational resources to accomplish the ultimate purpose of ONE DOT - to build a transportation system that is "international in reach, intermodal in form, intelligent in character, and inclusive in nature." Also, at each of its headquarters and field procurement offices, DOT has one or more small business specialists. All proposed procurements are reviewed for the participation of small business, including disadvantaged business firms. When possible, specific procurements are set aside exclusively for small business competition. Small firms are also included on the bidder's list of each competitive solicitation.



All small firms interested in doing business with DOT are encouraged to utilize the assistance and services offered by the Headquarters Small Business Specialists and the Simplified Acquisition Procedure Offices listed previously in this document.

***You can contact the DOT OSDBU as follows:***

**U.S. Department of Transportation**

Director, Office of Small and Disadvantaged

Business Utilization (S-40)

400 7th Street, S.W.

Room 9414

Washington, D.C. 20590

Toll-free phone: (800) 532-1169

Fax: (202) 366-7538

Website: <http://osdbuweb.dot.gov>

Fax On-Demand: (800) 532-1169



## OSDBU Transportation Equity Act Model (TEAM) Contacts

Seven Regional TEAMS have been developed and these organizations have entered into a Cooperative Agreement with OSDBU. Also, OSDBU has opened two Special Projects for servicing DBEs. The Regional TEAMS and Special Projects are:

### - *Regional TEAMS* -

#### **Mississippi Delta TEAM**

Arkansas Regional Minority Supplier Development Council  
P.O. Box 2242  
300 Spring Street, Suite 415  
Little Rock, AR 72201  
Charles King, Anthony Henderson  
Telephone: 501-374-7026  
Toll-Free: 888-374-5677  
FAX: 501-371-0409  
E-mail: cking@armsdc.org  
Website: <http://www.armsdc.org>  
Territories: Alabama, Arkansas, Louisiana, Oklahoma, and Mississippi

#### **Mega Projects:**

ARKANSAS  
**Airport Parking Deck / Little Rock, AR**  
Toll Free: 1-888-838-5355  
Website: <http://www.micdot.com>

TENNESSEE  
**Medical Center Rail Extensions / Memphis, TN**  
Telephone: 901-722-7183  
Website: <http://www.matatransit.com>

LOUISIANA  
**Canal Street Corridor / New Orleans, LA**  
Telephone: 504-248-3859  
Website: <http://www.regionaltransit.org/canal>

#### **Northern TEAM**

Asian American Alliance  
222 West Cermak Road  
Suite # 302  
Chicago, IL 60616  
Christine Takada  
Telephone: 312-326-2200  
Toll-Free: 888-634-0414  
FAX: 312-326-0399  
E-mail: aasbdc@igcom.net  
Territories: Illinois

#### **Mega Project:**

ILLINOIS  
**The Douglas Branch of the Blue Line Rapid Transit - \$250-\$300 Million**  
Telephone: 312-664-7200  
Website: <http://www.transitchicago.com>

#### **Bay Region TEAM**

Metropolitan Chamber of Commerce  
400 N. Saginaw Street, Suite 101A  
Flint, MI 48502  
Jean Conyers  
Telephone: 810-235-5514  
Toll-Free: 888-673-0240  
FAX: 810-235-4407  
E-mail: metro@tir.com  
Website: <http://www.metropolitanchamber.org>  
Territories: Wisconsin, Iowa, Minnesota, Nebraska, Ohio, Indiana, and Michigan, including the Saginaw Bay Region

#### **Mega Project:**

MICHIGAN  
**Road & Bridge Improvements / Industrial Triangle**  
Telephone: 517-754-7443  
Website: <http://www.mdot.state.mi.us>



**Eastern TEAM**

Hispanic-American Chamber of Commerce  
 67 Broad Street  
 Boston, MA 02109  
 Gerardo Villacres  
 Telephone: 617-261-4222  
 Toll-Free: 888-775-5677  
 FAX: 617-261-6333  
 E-mail: [hacatbos@compuserve.com](mailto:hacatbos@compuserve.com)  
 Website: <http://www.hacc.com>  
 Territories: Maine, New Hampshire, Vermont,  
 Massachusetts,  
 Rhode Island, Connecticut

**Mega Project:**

MASSACHUSETTS

**South Boston piers Transitway / Phase II**

Telephone: 617-222-5000  
 Website: <http://www.mbta.com>

**Western TEAM**

South Seattle Community College  
 6770 E. Marginal Way S.  
 Seattle, WA 98108  
 Mary Brown Mason, Dolly Small  
 Telephone: 206-764-5375  
 Toll-Free: 866-368-9378  
 FAX: 206-764-5838  
 E-mail: [usdotteamwest@sccd.ctc.edu](mailto:usdotteamwest@sccd.ctc.edu)  
 Territories: Alaska, Idaho, Oregon, Montana,  
 Colorado, Utah, Wyoming, North Dakota, and  
 South Dakota

**Mega Projects:**

WASHINGTON STATE

**Central Link LRT MOS-1**

Telephone: 206-398-5000  
 E-mail: [main@soundtransit.com](mailto:main@soundtransit.com)  
 Website: <http://www.soundtransit.org>

OREGON

**Portland Interstate MAX Light  
 Rail Line Extension**

Telephone: 503-962-2499  
 E-mail: [coreyl@trimet.com](mailto:coreyl@trimet.com)  
 Website: <http://www.trimet.org>

**Southwestern TEAM**

Arizona Hispanic Chamber of Commerce  
 255 E. Osborn Road, Suite 201  
 Phoenix, AZ 85012  
 Patti Tellez  
 Telephone: 602-279-1800  
 Toll-Free: 800-428-7299  
 FAX: 602-279-8900  
 E-mail: [swteam@uswest.net](mailto:swteam@uswest.net)  
 Territories: New Mexico, Nevada, and Arizona

**Mega Project:**

ARIZONA

**Central Phoenix East Valley****Light Rail Transit Project**

Telephone: 602-534-1807  
 E-mail: [rail@vm.maricorp.gov](mailto:rail@vm.maricorp.gov)  
 Website: <http://www.valleyconnections.com>

**Southern TEAM**

Latin Chamber of Commerce (CAMACOL)  
 2350 Coral Way, Suite 301  
 Miami, FL 33145  
 Monica Alvarez  
 Telephone: 305-860-0780  
 Toll-Free: 800-448-2585  
 FAX: 305-860-0580  
 E-mail: [usdot@emservice.com](mailto:usdot@emservice.com)  
 Website: <http://emservices.com/usdot>  
 Territories: Florida, Georgia, South Carolina, North  
 Carolina,  
 Pennsylvania, Delaware, Tennessee, and Kentucky

**Mega Project:**

FLORIDA

**Miami Intermodal Center (MIC)**

Toll-Free: 888-838-5355  
 Website: <http://www.micdot.com>  
 Telephone: 830-981-8980  
 E-mail: [bridgetjdg@aol.com](mailto:bridgetjdg@aol.com)



## ***-Special Projects-***

### **MD, VA, District of Columbia**

JDG Associates, Inc  
Susan Bower: Carla Coolman  
400 7th Street, SW, RM 9410  
Washington, D.C. 20590  
Telephone: 202-366-5577  
Toll-Free: 1-800-532-1169, ext 65577  
E-mail: susan.bowser@ost.dot.gov :  
carla.coolman@ost.dot.gov

### **Mega Projects:**

WASHINGTON DC, METROPOLITAN AREA  
INITIATIVE

**New York Avenue Station  
Dulles Corridor Rapid Transit Project  
Rail Extension to Largo Town Center**  
Telephone: 202-962-1234  
Website: <http://www.wmata.com>

**Woodrow Wilson Bridge Project**  
Telephone: 301-686-0001  
Website: <http://www.wilsonbridge.com>

### **South Texas Border**

JDG Associates, Inc  
27 Scenic Loop Road  
Boerne, TX 78006  
John Gonzales: Bridget Negron-Booth  
Telephone: 830-981-8980  
FAX: 830-755-4745  
E-mail: johndg1@aol.com : bridgetjdg@aol.com

### **Mega Project:**

TEXAS

**I-69 Corridor & Rio Grande Valley Initiative**  
Website: <http://osdbuweb.dot.gov>

## ***- DOT OSDBU Contact Information -***

### **U.S Department of Transportation, OSDBU**

400 7th Street, SW, Room 9414  
Washington, D.C 20590  
Toll-Free: 1-800-532-1169, ext 65344  
Telephone: 202-366-1930  
FAX: 202-366-7538  
Arthur D. Jackson, COTR  
E-mail: art.jackson@ost.dot.gov









## Entrepreneurial Training and Technical Assistance Program (ETTAP) Contacts

DOT has Partnership Agreements with the following MEIs under the ETTAP:

### *- Historically Black Colleges and Universities (HBCUs) -*

**Sylvanus Ogburia, Ph.D.**  
**ETTAP Project Director**  
 School of Business  
**Alabama A&M University**  
 Room 115, P.O. Box 429  
 Normal, AL 35762  
 Tel: (256) 851-5685  
 Fax: (256) 851-5683  
 Email: sogduria@asnaam.aamu.edu

**Kelwyn A. D'Souza, Ph.D.**  
**ETTAP Project Director**  
 School of Business  
**Hampton University**  
 Hampton, VA 23668  
 Tel: (757) 727-5037  
 Fax: (757) 727-5048  
 Email: kelwyndsouza@hamtonu.edu

**Donald Andrews, Ph.D.**  
**ETTAP Project Director**  
 College of Business  
 Department of Economic  
**Southern University and A&M College**  
 P.O. Box 97234  
 Southern Branch Post Office, if FedEx is used  
 Baton Rouge, LA 70813  
 Tel: (504) 771-2992  
 Fax: (504) 771-5262  
 Email: jazandrews@yahoo.com  
 Web: <http://www.angelfire.com/la/ettap>

### *- Hispanic Serving Institutions (HSIs) -*

**Mr. Adelfino Palacios**  
**ETTAP Project Director**  
**Del Mar College**  
 101 Baldwin  
 Corpus Christi, TX 78404-3897  
 Tel: (512) 886-1372  
 Fax: (512) 886-1524  
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**Barbara McElroy**  
**Miami-Dade Community**  
**College/Wolfson Campus**  
 Job Placement Ctr., Rm 3108-8  
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 FAX: (305)237-7897  
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**- Tribal Colleges -**

**Mr. Dennis Renville**  
**ETTAP Project Director**  
**United Tribes Technical College**

3315 University Drive

Bismarck, North Dakota 58504

Tel: (701) 255-3285 ext. 374

Fax: (701) 530-0606

Email: [nddrenville2@hotmail.com](mailto:nddrenville2@hotmail.com)

Injury Prevention Program: <http://tic.bisman.com/uttcipp/index.html>



## *Procurement Contacts*

### **Headquarters Small Business Specialists**

#### **Office of the Secretary / Transportation Administrative Service Center (OST/TASC)**

Ms. Cynthia Blackmon  
Room 5106  
400 7th Street, S.W.  
Washington, D. C. 20590  
Telephone: (202) 366-4968  
email: cynthia.blackmon@ost.dot.gov

#### **Federal Aviation Administration (FAA)**

Ms. Inez Williams  
Room 715  
800 Independence Ave., S.W.  
Washington, D.C. 20591  
Telephone: (202) 267-8881  
email: inez.williams@faa.dot.gov

Mr. Fred Dendy  
Room 715  
800 Independence Ave., S.W.  
Washington, D.C. 20591  
Telephone: (202) 267-7454  
email: fred.dendy@faa.dot.gov

#### **United States Coast Guard (USCG)**

Ms. Phyllis Miriashtiani  
Room 2606  
2100 2nd Street, S.W.  
Washington, D.C. 20593  
Telephone: (202) 267-1172

#### **Federal Highway Administration (FHWA)**

Mr. Frank Waltos  
Room 4404  
400 7th Street, S.W.  
Washington, D. C. 20590  
Telephone: (202) 366-4205  
email: frank.waltos@fhwa.dot.gov

#### **Federal Railroad Administration (FRA)**

Mr. Carl-Martin Ruiz  
1120 Vermont Ave NW, Rm.7095  
Washington, D. C. 20590  
Telephone: (202) 493-6010

#### **National Highway Traffic Safety Administration (NHTSA)**

Mr. Lamont Norwood  
Room 5301  
400 7th Street, S.W.  
Washington, D. C. 20590  
Telephone: (202) 366-8573  
email: lnorwood@nhtsa.dot.gov

#### **Federal Transit Administration (FTA)**

Mr. Darren L. Brown  
400 7th Street, S.W., Room 9101  
Washington, D.C. 20590  
Telephone: (202) 366-8922  
email: darren.brown@fta.dot.gov

#### **Maritime Administration (MARAD)**

Ms. Rita Thomas  
Room 7310  
400 7th Street, S.W.  
Washington, D. C. 20590  
Telephone: (202) 366-2802  
email: rita.thomas@marad.dot.gov

#### **Research and Special Programs Administration (RSPA)**

Ms. Lisa Wilusz  
Room 7104  
400 7th Street, S.W.  
Washington, D. C. 20590  
Telephone: (202) 366-5513  
email: lisa.wilusz@rspa.dot.gov

#### **Saint Lawrence Seaway Development Corporation (SLSDC)**

Ms. Linda Harding  
P. O. Box 520  
Massena, New York 13662  
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## **Simplified Acquisition Procedure Offices**

### **Office of the Secretary / Transportation Administrative Service Center**

Ms. Phaedra Johnson  
Contracting Officer/Simplified Acquisitions  
Acquisition Services, SVC-180  
400 7th Street, SW., Room 5106  
Washington, DC 20590  
Telephone: (202) 366-0742  
Fax: (202)366-9848

### **United States Coast Guard**

Lt. Samuel Slay,(G-HSCa3)  
2100 2nd Street, SW., Room B411  
Washington, DC 20593  
(202) 267-2092

### **Federal Highway Administration**

Ms. Donna McAleer  
Chief, Highway Support Services and  
Small Purchases Administration Branch  
400 7th Street, SW., Room 4410  
Washington, DC 20590  
(202) 366-4270

### **National Highway Traffic Safety Administration**

Ms. Janice Flemming, NAD-30  
Supervisor  
400 7th Street, SW., Room 5301  
Washington, DC 20590  
(202) 366-9564

### **Federal Transit Administration**

Mr. Darren L. Brown  
Procurement Analyst  
400 7th Street, SW., Room 9101  
Washington, DC 20590  
(202) 366-8922

### **Maritime Administration**

Mr. John Carr, MAR 380  
Deputy, Officer of Acquisition  
400 Seventh Street, SW., Room 7310  
Washington, DC 20590  
(202) 366-1700

### **Research and Special Programs Administration**

Mr. Orrin Cook, DTS-852  
Transportation Systems Center  
Small Purchases  
Building #4, Room 2-295  
Kendall Square  
Cambridge, Massachusetts 02142  
(617) 494-2593

### **Federal Railroad Administration**

Ms. Dana Hicks, RAD-30  
Purchasing Agent  
1120 Vermont Ave., NW., 6th Floor  
Washington, DC 20005  
(202) 632-3239



## *General Contracting Information*

### **Regulations and Directives Governing DOT Acquisitions**

DOT's contracting activities are governed by the following regulations and procedures:

***The Federal Acquisition Regulation (FAR).*** The FAR is codified as Chapter 1 of Title 48, Code of Federal Regulations. The FAR implements various statutes and regulations and other directives such as OMB Circulars pertaining to Federal acquisitions.

***The Transportation Acquisition Regulation (TAR).*** The TAR is codified as Chapter 12 of Title 48, Code of Federal Regulations. The TAR is written and issued by the Office of the Senior Procurement Executive (SPE), OST. It implements and supplements the FAR and other statutes and directives peculiar to DOT.

***The Transportation Acquisition Manual (TAM).*** The TAM also is written by the SPE. It contains policy and procedures internal to DOT which must be utilized by the DOT contracting activities in conjunction with the TAR and FAR. The TAM is not codified but is available for downloading at <http://www.dot.gov/ost/m60/earl/tam.htm>

#### **The objectives of the FAR, TAR and TAM are to:**

- Assure the efficient and effective expenditure of Government funds.
- Optimize the opportunity for attainment of program objectives.
- Obtain adequate and effective competition in the acquisition of goods and services.
- Assure impartial, equitable, and thorough evaluation of bids and proposals and other information received.
- Select the best proposal(s).
- Negotiate fair and reasonable contracts giving appropriate consideration to work to be performed, schedule, and cost.
- Achieve effective administration of contracts in accordance with the statements of work and terms and conditions.

Any firm wishing to do business with DOT should have ready access to the FAR and the TAR. The FAR and TAR are accessible on the Internet at <http://www.arnet.gov/far/> and <http://www.dot.gov/ost/m60/tamtar/tar.htm>. The TAM is also available for downloading at <http://www.dot.gov/ost/m60/earl/tam.htm>.

Paper copies of the FAR may be purchased from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C., 20402, telephone (202) 512-1800. The TAR is no longer available from GPO but it may be downloaded from the website.

### **Federal Business Opportunities (FedBiz Opps)(formerly known as the Electronic Posting System [EPS])**

Federal Business Opportunities (FedBiz Opps)(formerly known as the Electronic Posting System [EPS]) is a web-based system for posting solicitations and other procurement-related documents to the Internet. On October 1st, 2000 the U.S. Department of Transportation made use of the FedBiz Opps mandatory for all its procurement organizations currently posting requirements to the Internet. FedBiz Opps allows contract specialists to post synopses and other procurement documents, such as solicitations, amendments, and award notifications to a



common index. This index, accessible on <http://www.eps.gov>, allows vendors to search databases containing information from many federal agencies. Vendors may also subscribe to FedBiz Opps to receive daily e-mail notifications of requirements sorted by selected organizations and product service classifications, or by solicitation number.

## **Commerce Business Daily (CBD)**

(Reference FAR Subpart 5.2)

The Commerce Business Daily (CBD) identifies proposed contract actions and contract awards. The CBD is published five or six times each week as needed. This allows interested firms to contact the acquisition office and request a copy of the solicitation. Reviewing the CBD affords a company the opportunity to selectively and efficiently participate in the contracting process. A subscription to the CBD may be obtained from the Superintendent of Documents, Government Printing Office, Washington, D.C. 20402, telephone (202) 512-1800 or you may review the data on-line at <http://cbdnet.gpo.gov>. It should be noted, however, that contracting officers need not comply with the display requirements of this section when the exemptions in the FAR, parts 5.202(a)(1), (a)(4) through (a)(9), or (a)(11) apply, or when oral or FACNET solicitations are used.

## **Contracting Opportunities Information**

While most DOT contracting opportunities are advertised in FedBiz Opps (formerly known as EPS) and CBD prior to solicitation, prospective contractors are encouraged to develop a general awareness of DOT's program and acquisition requirements. The Department publishes its annual *Procurement Forecast* which announces anticipated contracting opportunities for that fiscal year. The *Procurement Forecast* is available via the Internet at the OSDBU Website, <http://osdbuweb.dot.gov/business/procurement/index.html>.

Print copies can also be obtained via our toll free number at 1(800) 532-1169.

Also, the OSDBU has assembled a database of transportation procurement opportunities from the CBD for you to search conveniently in one location at <http://osdbuweb.dot.gov/business/procurement/daily.html>.

### ***Benefits:***

- Data is updated daily
- Includes opportunities that have been announced within the last 30 days

DOT welcomes inquiries and discussions with appropriate company representatives. Inquiries of a general nature or with DOT-wide implications should be addressed to the Director, Office of Acquisition and Grant Management (M-60), (202) 366-4263 400 7th Street SW, Washington, D.C. 20590.

## **Solicitation Mailing List Application**

(Reference FAR Subpart 14.2)

While more and more federal agencies rely on emerging technologies to identify and solicit potential contractors, some may still use solicitation mailing lists. The prescribed form for requesting inclusion in a solicitation mailing list or bidder's list, is the Standard Form 129 commonly known as the SF 129. The SF 129 may be used by all federal agencies and allows prospective contractors to provide general information about the company and the product or services it provides.



A separate SF 129 must be used for each procuring activity. The Bidder's List is used for planning purposes and to match procurement opportunities with companies that may be able to provide the specific products or services required. However, it must be emphasized that inclusion in a particular mailing list does not guarantee receipt of a solicitation.

## **Procurement Marketing and Access Network (PRO-Net)**

PRO-Net is an electronic gateway of procurement information -- for and about small businesses -- provided by the Small Business Administration (SBA). It is a search engine for contracting officers, a marketing tool for small firms and a "link" to procurement opportunities and important information. It is designed to be a "virtual" one-stop procurement shop.

### ***A Search Engine***

PRO-Net is an Internet-based database of information on more than 180,000 small, disadvantaged, 8(a) and women-owned businesses. It is free to federal and state government agencies as well as prime and other contractors seeking small business contractors, subcontractors and/or partnership opportunities. PRO-Net is open to all small firms seeking federal, state and private contracts.

Businesses profiled on the PRO-Net system can be searched by the North American Industry Classification System (NAICS); Standard Industrial Classification (SIC) codes; key words; location; quality certifications; business type; ownership race and gender; Electronic Data Interchange (EDI) capability, etc.

### ***A Marketing Tool***

Business profiles in the PRO-Net system include data from SBA's files and other available databases, plus additional business and marketing information on individual firms. Businesses on the system will be responsible for updating their profiles and keeping information current.

Profiles are structured like executive business summaries, with specific data search fields that are user-friendly and designed to meet the needs of contracting officers and other potential users.

Profiles provide vendors an opportunity to put a controlled "marketing spin" on their businesses. Companies with "home-pages" can link their web site to their PRO-Net profile, creating a very powerful marketing tool.

### ***A Link to Procurement Opportunities***

As an electronic gateway, PRO-Net provides access and is linked to the Commerce Business Daily (CBD), agency home-pages and other sources of procurement opportunities.

The system is also linked to key sources of information, assistance and training.

The PRO-Net project is a cooperative effort among SBA's offices of Government Contracting, Minority Enterprise Development, Advocacy, Women's Business Ownership, Field Operations, Marketing & Customer Service, the Chief Information Officer, and the National Women's Business Council.

**PRO-Net can be accessed at: <http://pro-net.sba.gov/>**





## Central Contractor Registration (CCR) System

The U.S. Department of Transportation (DOT) has partnered with the Joint Electronic Commerce Program Office (JECPO) of the U.S. Department of Defense (DOD) to use the Central Contractor Registration (CCR) system to obtain financial electronic funds transfer (EFT) information. EFT information is inputted and maintained by contractors using DOD's web-based CCR program located at <http://www.ccr2000.com>.

Effective January 1, 2001, all DOT contracts started to contain (FAR) 48 CFR 52.232-33, Payment by Electronic Funds Transfer-Central Contractor Registration in lieu of (FAR) 48 CFR 52.232-34, Payment by Electronic Funds Transfer-Other than Central Contractor Registration and 52.232-35, Designation of Office for Government Receipt of Electronic Funds Transfer Information. This means contractors receiving payments under DOT contracts, purchase orders, delivery orders, or other contractual vehicles must be registered in the CCR. The EFT information in the CCR must be accurate in order for contractors' invoices or contract financing requests to be considered proper invoices for the purpose of prompt payment under DOT contracts.

Current and prospective contractors are encouraged to register in the CCR. By registering, the paperwork burden imposed by (FAR)48 CFR 52.232-34 and (FAR) 48 CFR 52.232-35 will no longer exist. In lieu thereof, contractors will update their EFT information electronically through the CCR.

## Competition Advocates

(Reference FAR Subpart 6.5)

The Secretary has appointed a Senior Competition Advocate to promote the acquisition of commercial items; promote full and open competition; and challenge requirements that are not stated in terms of functions to be performed, performance required or essential physical characteristics. This Advocate role is also to challenge barriers to the acquisition of commercial items, and full and open competition, such as unnecessarily restrictive statements of work, unnecessarily detailed specifications and unnecessarily burdensome contract clauses. Each of the Operating Administrations have also appointed Competition Advocates.

### *The Department's Senior Competition Advocate is:*

Ms. Melissa Allen  
Assistant Secretary for Administration  
Department of Transportation  
Office of the Secretary (M-1)  
400 7th St., SW, Room 10314  
Washington, DC 20590  
Telephone: (202) 366-2332

## DOT Senior Procurement Executive

(Reference FAR Subpart 2.1)

The DOT Senior Procurement Executive (SPE) carries out those acquisition related authorities and functions assigned to the "head of the agency" or "agency head" in the FAR, with the authority to redelegate and authorize successive re-delegations of those duties, except as prescribed by the Secretary of Transportation, or specifically limited by statute, Executive Order, or regulation. The SPE includes these delegations in the TAR and TAM, as appropriate.



***The DOT SPE is:***

Mr. David J. Litman  
Office of the Senior Procurement Executive (M-60)  
400 Seventh Street S.W., Room 7101  
Washington, DC 20590  
Telephone (202) 366-4263

**Federal Supply Schedule**

(Reference FAR Subpart 8.4)

Prior to initiating acquisitions from commercial sources, the Contracting Officer must determine whether or not the required supplies or services are available from a Federal Supply Schedule established by the General Services Administration (GSA) or as a common stock item at a GSA supply depot. Firms interested in doing business as a

Federal Supply Services contractor should contact the Washington DC Area GSA Business Service Center at (202) 708-5804 or at <http://www.gsa.gov/>.

**Sealed Bidding**

(Reference FAR Part 14)

Sealed bidding is a method of contracting that employs competitive bids, public opening of bids, and awards. Each sealed bid includes technical specifications, delivery or completion dates, place and method of delivery, nature and number of reports or manuals which may be required, operational tests and instructions, and other items which should be considered in submitting a bid. The terms and conditions are set forth in detail as are the date, hour, and place where bids will be publicly opened and recorded. Contract clauses are generally incorporated by reference. Unless specifically authorized, a telegraphic or alternate bid will not be considered.

**Negotiated Procurement**

(Reference FAR Part 15)

Most DOT procurement dollars are spent under negotiated procedures. Compared to sealed bidding, negotiation is a more flexible procedure that includes the receipt of proposals from offerors, permits bargaining, and usually affords offerors an opportunity to revise their offers before award of a contract. Bargaining in the sense of discussion, persuasion, alteration of initial assumptions and positions, and give-and-take may apply to price, schedule, technical requirements, type of contract, or other terms of a proposed contract. The contracting Officer's objectives is to negotiate a contract of a type, and with a price, providing the contractor the greatest incentive for efficient and economical performance. The negotiation of a contract type, and a price, are related and should be considered together with the issues of risk and uncertainty to the contractor and the Government.

**Unsolicited Proposals**

(Reference FAR Subpart 15.6)

"Unsolicited proposal" means a written proposal for a new or innovative idea that is submitted to an agency on the initiative of the offeror for the purpose of obtaining a contract with the Government, and that is not in response to a request for proposals, Broad Agency Announcement, Small Business Innovation Research topic, Small Business Technology Transfer Research topic, Program Research and Development Announcement, or any other Government-initiated solicitation or program.



It is the policy of the Government to encourage the submission of new and innovative ideas in response to Broad Agency Announcements, Small Business Innovation Research topics, Small Business Technology Transfer Research topics, Program Research and Development Announcements, or any other Government-initiated solicitation or program. When the new and innovative ideas do not fall under topic areas publicized under those programs or techniques, the ideas may be submitted as unsolicited proposals.

## **Architect and Engineering (A&E) Services**

(Reference FAR Subpart 36.6)

"Architect-engineer services", as defined in 40 U.S.C. 541, means: (1) Professional services of an architectural or engineering nature, as defined by State law, if applicable, which are required to be performed or approved by a person licensed, registered, or certified to provide such services; (2) Professional services of an architectural or engineering nature performed by contract that are associated with research, planning, development, design, construction, alteration, or repair of real property; and (3) Such other professional services of an architectural or engineering nature, or incidental services, which members of the architectural and engineering professions (and individuals in their employ) may logically or justifiably perform, including studies, investigations, surveying and mapping, tests, evaluations, consultations, comprehensive planning, program management, conceptual designs, plans and specifications, value engineering, construction phase services, soils engineering, drawing reviews, preparation of operating and maintenance manuals, and other related services.

Architect-Engineer services are related to construction, alteration, or repair of buildings, bridges, roadways, or other kinds of structures and utility systems. The work may include master planning, engineering studies, preparation of plans and specifications, and supervision and inspection of construction work.

Contracting for A&E services is based on an evaluation of the qualifications of interested firms. The evaluation is performed by an A&E Evaluation Board which selects a minimum of three firms for interview discussions with the Board. For some projects the firms selected for interviews may also be required to prepare written information pertaining to, among other things, relevant experience, technical approach, project schedule, and key personnel.

The Board recommends to the appropriate DOT official at least three firms, in order of preference, considered best qualified to perform the required work. Negotiations are conducted with the firm given first preference. If a mutually satisfactory contract cannot be agreed to, negotiations are then initiated with the firm given second preference on the list. Generally, this procedure continues until a contract has been negotiated.

Architect-engineer qualification data is maintained on file by each Operating Administration within the Department. Firms may file data at the headquarters or field installation procurement offices where they desire to do business. This data should be prepared using General Services Administration (GSA) Standard Form 254, "Architect-Engineer and Related Services Questionnaire," which provides a uniform presentation of a firm's general qualifications.

FedBiz Opps and CBD announcements invite interested qualified firms to submit GSA Standard Form 254 "Architect-Engineering and Related Services Questionnaire," if one is not already on file, and GSA Standard Form 255, "Architect-Engineer Related Services for Specific Project", which provides detailed information on a firm's qualifications for a particular project.

## **Federal Financial Assistance Programs for State and Local Transportation Agencies**

The Department, through its Operating Administrations, has joined in cooperative ventures with state and local governments and the private sector to furnish transportation facilities, and to create a better transportation system.

This spirit of cooperation and intermodal transportation development has been fostered by the many grant and assistance programs administered by the Department and carried out by the recipient-partners.



Through these programs, the Department distributes over \$20 billion each year to help finance thousands of projects across the country. Approximately 85 percent of the assistance dollars is for construction. The major portion of the construction funds is allocated to state highway agencies for highway construction. The balance is provided to local public transit and airport authorities for mass transit and airport facilities. DOT regulations require recipients of DOT Federal Financial Assistance to develop a DBE program in accordance with the 49 CFR 26.

The Office of Small and Disadvantaged Business Utilization (OSDBU) and the Supportive Services Program provide assistance to Minority Business Enterprises (MBE), Disadvantaged Business Enterprises (DBE) and Women-Owned Business Enterprises (WBE) to participate in the Department's financial assistance programs.

## **Small Business Innovation Research (SBIR) Program**

The Small Business Innovation Development Act of 1982 (P.L. 97-219), reauthorizing legislation (P.L. 99-443) and P.L. 102-564 (Small Business Research and Development Act), seeks to encourage the initiative of the private sector and to use small business as effectively as possible in meeting Federal research and development objectives. On December 15, 2000, Congress reauthorized the program by P.L. 106-554. To comply with the statutory obligations of the Act, DOT has established a SBIR Program which conforms to guidelines and regulations provided by the Small Business Administration. Annually, small businesses are solicited to submit innovative research proposals that address high priority requirements of the Department and have potential for commercialization. The DOT SBIR Program is a three-phase process:

**Phase I:** The conduct of feasibility-related experimental or theoretical research or Research and Development (R&D) efforts on specified research topics. The dollar value of the proposal should not exceed \$100,000 and the period of performance may be up to six months. The primary basis for award will be the scientific and technical merit of the proposal and its relevance to DOT requirements. (Only Phase I awardees are eligible to participate in Phase II)

**Phase II:** This phase is the principal research or R&D effort having a period of performance of approximately two years with a dollar value of up to \$750,000. DOT will accept Phase II proposals under the SBIR Program only from firms which have previously received a DOT Phase I award. Awards would be based upon the results achieved in Phase I, the technical merit of the Phase II proposals, potential for commercialization and commitment for follow-on funding from non-federal sources for Phase III.

**Phase III:** This phase is to be conducted by the small businesses with non-Federal funds to pursue commercial applications of the research or R&D funded in Phases I and II by the Department. Phase III may also involve follow-on non-SBIR funded contracts with components of DOT for products or processes for use by the Government.

### ***Eligibility Requirements:***

Small businesses must meet certain eligibility criteria to participate in the SBIR program:

- American-owned and independently operated
- For-profit
- Company site limited to under 500 employees
- Principle researcher employed by business



The 2001 solicitation will be available for viewing on the DOT SBIR web site, <http://www.volpe.dot.gov/sbir/>, on February 15, 2001.

***Any questions should be directed to:***

**U.S. Department of Transportation**  
 DOT/SBIR Program Office, DTS-22  
 Research & Special Programs Administration  
 Volpe National Transportation Systems Center  
 55 Broadway, Kendall Square  
 Cambridge, Massachusetts 02142-1093  
 Attn: Joseph Henebury, DOT SBIR Program Director  
 Telephone: (617) 494-2712  
 FAX: (617) 494-2497  
 E-mail: [henebury@volpe1.dot.gov](mailto:henebury@volpe1.dot.gov)

## **Subcontracting Opportunities**

Recognizing that small firms often do not have the capability to perform as a prime contractor on certain large contracts, DOT promotes the involvement of small business at the subcontract level. Special contract clauses which require the prime contractor to maximize small and minority business subcontracting opportunities are included in large DOT prime contracts in accordance with Public Law 95-507. Small and disadvantaged business firms are encouraged to identify their capabilities to major prime contractors.

## **Small Business Preferential Contracting Programs**

Preferential contracting was first authorized by the Small Business Act of 1953, which set up the Small Business Administration (SBA) to aid and counsel small businesses and to ensure that small firms receive a fair share of Government contracts. Amendments such as Public Law 95-507 have significantly expanded and strengthened Federal Government contract and subcontract opportunities for small and disadvantaged businesses. The various programs provided under the Act, as amended, are described in the following sections.

Small business firms, especially newly formed organizations, are encouraged to contact their nearest SBA office for assistance and to learn of the many programs and opportunities that are available to them. These include contracting and technical assistance as well as financial and management assistance. Inquiries may also be addressed to the Small Business Administration, 409 Third Street S.W., Washington, D.C. 20416. You may contact them at (202) 205-6622 or by fax at (202) 205-6622. You can also contact the nearest field office of the SBA by referring to the blue pages in your local phone book.

The U.S. Government Purchasing and Sales Directory published by the SBA lists major Federal purchasing offices, including the military services, summarizing what they buy, and provides useful information on selling to the Government. This publication may be purchased from the Superintendent of Documents, Government Printing Office, Washington D.C. 20402, telephone (202) 512-1800.

## **Simplified Acquisitions**

(Reference FAR Subpart 13)

Agencies shall use simplified acquisition procedures to the maximum extent practicable for all purchases of supplies or services not exceeding the simplified acquisition threshold. This policy does not apply if it can be met



using (a) Required sources of supply under Part 8, (b) Existing indefinite delivery/indefinite quantity contracts; or (c) Other established contracts.

Each acquisition of supplies or services that has an anticipated dollar value exceeding \$2,500 and not exceeding \$100,000 is reserved exclusively for small business concerns and shall be set aside. Contracting Officers shall not use simplified acquisition procedures to acquire supplies or services if the anticipated award will exceed the simplified acquisition threshold, or \$5,000,000 including options, for acquisitions of commercial items using FAR Subpart 13.5.

## **Setting Aside Acquisitions**

(Reference FAR Subpart 19.502)

Contracting Officers shall set aside an individual acquisition or class of acquisitions when it is determined to be in the interest of (a) maintaining the Nation's full productive capacity, (b) war or national defense programs, or (c) assuring that the fair proportion of Government contracts in each industry category is placed with small business concerns, and when the circumstances described in FAR Subpart 19.502-2 or 19.502-3(a) exist. This requirement does not apply to purchases of \$2,500 or less, or purchases from required sources of supply under FAR Part 8.

## **Total Set-Asides**

(Reference FAR Subpart 19.502-2)

Each acquisition of supplies or services that has an anticipated dollar value exceeding \$2,500, but not over \$100,000, is automatically reserved exclusively for small business concerns and shall be set aside unless the Contracting Officer determines there is no reasonable expectation of obtaining offers from two or more responsible small business concerns that are competitive in terms of market prices, quality, and delivery.

## **Partial Set-Asides**

(Reference FAR Subpart 19.502-3)

The Contracting Officer shall set aside a portion of an acquisition, except for construction, for exclusive small business participation when:

- a) total set-aside is not appropriate
- b) the requirement is severable into two or more economic production runs or reasonable lots
- c) one or more small business concerns are expected to have the technical competence and productive capacity to satisfy the set-aside portion of the requirement at a fair market price
- d) the acquisition is not subject to simplified acquisition procedures, and
- e) a partial set-aside shall not be made if there is reasonable expectation that only two concerns (one large and one small) with capability will respond with offers unless authorized by the head of a contracting activity on a case-by-case basis.

## **8(a) Program**

(Reference Subpart 19.8)

Section 8(a) of the Small Business Act, as amended, authorizes SBA to contract for goods and services with Federal agencies. SBA then subcontracts actual performance of the work to socially and economically disadvantaged small businesses which have been certified by SBA as eligible to receive these contracts. The major advantage of this program is that it allows the Government, to contract, on a noncompetitive basis, with socially and economically disadvantaged small businesses. SBA also offers managerial, technical, and financial support to participating firms.



DOT gives special emphasis to identifying procurement requirements for matching with the capabilities and potential of approved 8(a) firms. DOT has obtained special authority to negotiate directly with 8(a) firms on the behalf of the SBA.

You can learn more about the 8(a) program on the SBA web site at <http://www.sba.gov/MED>.

## **Small Disadvantaged Business (SDB) Certification Program**

The SDB Certification Program pertains specifically to federal procurement. When the SBA certifies a business as SDB qualified, and the firm is in one of 55 industrial classifications cited by the Department of Commerce as still suffering from the effects of discrimination, that business immediately becomes eligible for special bidding advantages. Moreover, they substantially increase their subcontracting opportunities with larger Prime Contractors who accumulate evaluation credits by 'subbing' out to qualified SDBs.

Small businesses interested in securing SDB certification can obtain an application and other information on-line at <http://www.sba.gov/sdb>

## **HUBZone Empowerment Contracting Program**

The HUBZone Empowerment Contracting program provides federal contracting opportunities for qualified small businesses located in distressed areas. This program was enacted into law as part of the Small Business Reauthorization Act of 1997 and is administered by the SBA. The program encourages economic development in historically underutilized business zones (HUBZones) and through the establishment of preferences.

SBA certifies firms for eligibility to receive HUBZone contracts and maintains a listing of qualified HUBZone small businesses that federal agencies can use to locate prospective vendors.

You can learn more about the HUBZone program and apply electronically on the SBA web site at <http://www.sba.gov/hubzone/>.

## **Very Small Business (VSB) Set-Aside Pilot Program**

The Very Small Business (VSB) Set-Aside Pilot Program was implemented in September 1998. To help the smallest businesses get a "foot in the door" of the Federal Procurement market, this program focuses on businesses that have 15 or fewer employees together with an average annual revenue that does not exceed \$1 million.

To learn more about this program and to see a listing of the designated pilot areas, visit the SBA web site at <http://www.sba.gov/GC/vsbqa.html>.

## **Women-Owned Business Program**

SBA's Women-Owned Business Program was designed to promote the growth of women-owned businesses through programs that (a) address business training and technical assistance and (b) provide access to credit and capital, federal contracts, and international trade opportunities.

SBA's Office of Women's Business Ownership (OWBO) is at the forefront of helping women start and build successful businesses. You can learn more about them on the SBA web site at <http://www.sbaonline.sba.gov/womeninbusiness/>.



SBA also provides assistance for women through the Online Women's Business Center at <http://www.onlinewbc.org> .

## **Veteran's Business Development Program**

SBA's Office of Veteran's Business Development OVBD is dedicated to serving the veteran entrepreneur by formulating, executing and promoting policies and programs of the agency that provides assistance to veterans seeking to start and develop small businesses.

You can learn more about the Veteran's Business Program on the SBA web site at <http://www.sba.gov/VETS/> .

***You can call the Small Business Administration (SBA) toll-free at 1-800-558-0884 or view their website at <http://www.sba.gov> to learn more about any of their programs described above.***





## ***DOT Operating Administrations***

### **Federal Aviation Administration (FAA)**

The Federal Aviation Administration (FAA) purchases equipment, services, supplies, and supporting spare parts in the aircraft, communications, air navigation, and air traffic control fields.

To perform its primary mission of controlling the nation's airspace, the FAA operates a network of air traffic control towers, air route traffic control centers, and flight service stations. It installs, maintains, and operates the visual and electronic aids necessary for air navigation. Further, the FAA issues and enforces rules, regulations, and standards for the manufacture, operation, and maintenance of aircraft.

The agency administers a grant program for development of public use airports and develops standards and technical guidance on airport planning.

In FY 2000, the FAA awarded approximately \$2 billion in contracts and approximately \$2 billion is planned for FY 2001. Major functions of the FAA related to acquisition include the following:

- Develop and implement airport capacity enhancement goals and objectives.
- Fulfill military airspace and air traffic control needs.
- Acquire and provide the systems, procedures, facilities, and devices needed for a safe and efficient system of air navigation and air traffic control to meet the needs of civil aviation.
- Conduct programs in aircraft and aviation safety research and development.
- Conduct aviation education and information programs.
- Perform aeromedical research.
- Support development and testing of improved aircraft, engines, propellers, and appliances.

FAA's Washington headquarters is responsible for agency-wide program planning, direction, control and evaluation. Major acquisitions and most research and development contracts (R&D) are awarded by this office. Some of the equipment includes complete navigational aid systems, radar network systems, display units, aircraft, aircraft landing and aircraft traffic control systems, and computers with supporting software.

FAA R&D contracts range from applied research studies to the demonstrations and testing of new hardware. Research studies cover such subjects as automating air traffic control (both Terminal and En route) weather research, and allocating airspace to prevent collisions. The hardware portion of the R&D program includes experimental equipment in the computer, communications, radar, navigational aids, and test equipment areas. FAA regulatory and air traffic control functions are carried out in approximately 1,000 staffed facilities throughout the United States and in Puerto Rico, Guam, and the Marshall Islands. FAA also maintains approximately 23,000 facilities in the National Airspace System. Nine regions and two centers are responsible for performing the FAA's field operations within their assigned geographic boundaries.

The FAA regional offices award A&E construction contracts for such projects as installation of a complete system involving access roads, security fencing, towers, buildings, and the actual installation of a navigational or landing aid system. These construction contracts range up to several million dollars. The regional offices also buy operating supplies, maintenance, and spare parts for emergency repairs of FAA facilities within their regional boundaries.



The FAA has a test and evaluation facility near Atlantic City, New Jersey, that supports the FAA's approved research and development program. The FAA Technical Center provides hardware and software support for the National Airspace System, awards contracts for R&D as well as a large variety of supplies and services to include acquisition of electronic, mechanical and optical equipment or systems, A&E services, construction projects, investigative studies, and engineering in support of its research, development, test, and evaluation mission.

### ***Major Procurement Centers***

The Mike Monroney Aeronautical Center in Oklahoma City, Oklahoma, is a centralized support facility which conducts centralized training (all air traffic controllers are given their initial training here) and provides central warehousing and supplies. The Center purchases a wide variety of equipment, supplies, services and supporting spare parts for the FAA's fleet of aircraft, communications, air navigation, and air traffic control systems. In addition, acquisitions are made for training activities, including pilot training. Purchases are made from vendors nationwide for central stock at the Center and direct shipment to FAA activities worldwide. The following is a list of the FAA major procurement centers and Regional Offices:

### **National Headquarters (Purchases on a National Basis)**

Federal Aviation Administration  
Contract Division, ASU-300  
800 Independence Avenue, S.W., Room 404  
Washington, D.C. 20591

Brian Isham,  
Division Manager  
Telephone: (202) 267-7862  
E-Mail: brian.isham@faa.gov

### **Contract Branch Managers**

Helen Pernell  
Mgr. Navigation, GPS and Infrastructure Branch, ASU-310  
Telephone: (202) 264-3538  
E-Mail: helen.pernell@faa.gov

William Hohe  
Mgr. Communications and Telecomm. Branch, ASU-330  
Telephone: (202) 267-3660  
E-Mail: bill.hohe@faa.gov

Susan Corbin  
Mgr. Comm., Aircraft and VSCS Branch, ASU-340  
Telephone: (202) 267-7628  
Email: susan.corbin@faa.gov

David Bailey  
Mgr. Air Traffic Systems Branch, ASU-350  
Telephone: (202) 493-0389  
E-Mail: david.bailey@faa.gov



Jim Blades  
 Mgr. Contract Admin. Branch, ASU-370  
 Telephone: (202) 493-4785  
 Email: jim.blades@faa.gov

John Graham  
 Mgr. Surveillance and Weather Branch, ASU-320  
 Telephone: (202) 267-3617  
 E-Mail: john.graham@faa.gov

Richard Boe  
 Mgr. Information Technology Division, ASU-500  
 Telephone: (202) 267-7203  
 E-Mail: richard.boe@faa.gov

### **William J. Hughes Technical Center**

Federal Aviation Administration  
 FAA Technical Center  
 Contracts Branch, ACM-510  
 Atlantic City International Airport,  
 New Jersey 08405

Michael Latyn  
 Logistics Division, ACT-50  
 Telephone: (609) 485-6335

Deborah Germak  
 Contracts Branch Mgr., ACT-51  
 Telephone: (609) 485-6320

Frank Mierzejewski, SADBUS / ACT-50  
 Telephone: (609) 485-4384

Marilyn Knopp / ACT-51  
 Purchase Card Coordinator  
 Telephone: (609) 485-4083

### **FAA Small Business Utilization (SBU) Office**

FAA Headquarters  
 800 Independence Avenue, SW  
 Washington, DC 20591

Inez C. Williams, Room 715  
 Special Assistant for Small/  
 Disadvantaged Business Utilization, ARA-5  
 Telephone: (202) 267-8881  
 E-Mail: inez.williams@faa.gov



Frederick Dendy, ARA-5  
Management and Program Analyst  
Telephone: (202) 267-7454  
E-Mail: fred.dendy@faa.gov

Jennifer Gooden, ARA-5  
Management and Program Analyst  
Telephone: (202) 267-7087  
E-Mail: jennifer.gooden@faa.gov  
FAX: (202) 267-5058/(202) 493-4380

## **Aeronautical Center**

Federal Aviation Administration  
Mike Monroney Aeronautical CTR AMQ-1  
P.O. Box 25082 Oklahoma City, Oklahoma 73125

Catherine Routon, Program Dir. / Office of Acq., AMQ-1  
Telephone: (405) 954-7700

Gerald Lewis, Sr., AMQ-100A, SADBUS  
Telephone: (405) 954-0521

Jimmie Biggs, AMQ-210,  
Contracting & Purchasing Team Coordinator  
Telephone: (405) 954-7835

Patti Sparkman, AMQ-310,  
Contracting & Purchasing Team Coordinator  
Telephone: (405) 954-7822

Carole Hanna, AMQ-140, Purchase Card Coordinator  
Telephone: (405) 954-7828  
Room 321, Multi-Purpose Building

## **New England Region** (Maine, Vermont, New Hampshire, Massachusetts, Connecticut, and Rhode Island)

Federal Aviation Administration  
Acquisition Mgmt Branch, ANE-55  
12 New England Executive Park  
Burlington, Massachusetts 01803

Samuel Strier, Logistics Division Manager  
ANE-50, (781) 238-7650

Andrew Coughlin, Acq. Management Branch Manager  
ANE-55, (781) 238-7655



Kevin Hart, ANE-55, SADBUS  
Telephone: (781) 238-7660 Room 103

Larry Robinson, Property and Services Branch Manager  
ANE-56, (781) 238-7656

**Eastern Region** (New York, New Jersey, Pennsylvania, Delaware, Maryland, Virginia, and West Virginia)

Federal Aviation Administration  
Acquisition Management Branch, AEA-55  
Federal Aviation Administration  
One Aviation Plaza  
Springfield Gardens, NY 11434

Ann Haralam, Logistics Division Manager, AEA-50  
Telephone: (718) 553-3050

David Paveglio, Contracts Branch, AEA-55  
Telephone: (718) 553-3052

Nadene Fontano, Section A, Supervisor  
Telephone: (718) 553-3089 Room 259

Anna Cennamo , Purchase Card Coordinator  
Telephone: (718) 553-3081

Terry Mirro , SADBUS  
Telephone: (718) 553-3079

**Southern Region** (Kentucky, Tennessee, North Carolina, South Carolina, Mississippi, Alabama, Georgia, Florida, Puerto Rico, and Virgin Islands)

Federal Aviation Administration  
Acquisition Management Branch, ASO-55  
1701 Columbia Avenue  
College Park, Georgia 30337

Michael Foran, Logistics Division Manager, ASO-50  
Telephone: (404) 305-5700

Stephen Watson, Acquisition and Real Estate  
Manager, ASO-55  
Telephone: (404) 305-5770

VACANT  
(SADBUS) Telephone: (404) 305-5784



**Great Lakes Region** (Minnesota, Wisconsin, Michigan, Illinois, Indiana, Ohio, North Dakota, and South Dakota)

Federal Aviation Administration  
Acquisition Management Team, Rm. 117  
2300 East Devon Avenue  
Des Plaines, Illinois 60018

George Bloomingbird  
Telephone (847) 294-7286

Rosa Caputo , SADBUS  
Telephone: (847) 294-7232

**Central Region** (Nebraska, Iowa, Kansas, and Missouri)

Federal Aviation Administration  
Acquisition Mgmt. Branch, ACE-55  
601 East 12th Street, Federal Bldg. 1  
Kansas City, Missouri 64106

Grant Peters, Logistics Division  
Manager, ACE-50,  
Telephone: (816) 329-3100

Steven Switzer/Sharon Calabro - Branch Managers  
Telephone: (816) 329-3119, Rm 1524

C.O. Shepard, Jr., Contracting Officer, ACE-55  
Telephone: (816) 329-3118

**Southwest Region** (Arkansas, Louisiana, Oklahoma, Texas, and New Mexico)

Federal Aviation Administration  
Acquisition Mgmt. Branch, ASW-55  
2601 Meacham Blvd  
Fort Worth, Texas 76137-0055

Robert Cook, Logistics Division Manager, ASW-50  
Telephone: (817) 222-4350

Gail Hill, Acq Management Branch Manager, ASW-55  
Telephone: (817) 222-4355

Cheryl Thomas, SADBUS  
Telephone: (817) 222-4399



David Kist , Purchase Card Coordinator  
Telephone: (817) 222-4331

Elma Segura , Alternate Purchase Card Coordinator  
Telephone: (817) 222-4342 (1<sup>st</sup> Floor)

**Western-Pacific Region** (Nevada, Arizona, California, Hawaii, Samoa, and Guam)

Federal Aviation Administration  
Acquisition Mgmt. Branch, AWP-55  
Post Office Box 92007  
World Way Postal Center  
Los Angeles, California 90009

Offie Baugh, Logistics Division Manager, AWP-50  
Telephone: (310) 725-7500

Judy Sullivan, Alternate Purchase Card Coordinator  
Telephone: (310) 725-7557

Michael Waite  
Telephone: (310) 725-7560

Alice Clark, SADBUS  
Telephone: (310) 725-7563  
Room 5018

**Northwest-Mountain Region** (Idaho, Oregon, Washington, Montana, Wyoming, Colorado, and Utah)

Federal Aviation Administration  
Acquisition Mgmt. Br., ANM-55  
1601 Lind Ave., S.W.  
Renton, Washington 98055

Glenn Adams III, Logistics Division Manager, ANM-50  
Telephone: (425) 227-2050

Vickie Green, Acq. Management Branch Manager, ANM-53  
Telephone: (425) 227-2930

Barbara Garner , SADBUS  
Telephone: (425) 227-2857

Emma L. Ingbrigtses, Material and Cust. Serv. Branch Manager  
ANM-52

Therese Bahey  
Acting Manager, ANM-50A  
Linda Williams , Purchase Card Coordinator, ANM-53 (All)  
Telephone: (425) 227-2057



## **Alaskan Region (Alaska)**

Federal Aviation Administration  
Acquisition Mgmt Branch, AAL-55  
222 West 7th Avenue, No. 14  
Anchorage, Alaska 99513

Harold Britan, Logistics Division Manager, AAL-50  
Telephone: (907) 271-5427

Karla W. Shaw, Purchase Card Coordinator  
Telephone: (907) 271-5859

Marylyn E. Alfsen, Alternate Purchase Card  
Coordinator  
Telephone: (907) 271-5861  
Modular C, 3rd Floor

## ***Acquisition Management System (AMS)***

When the President signed the 1996 Department of Transportation Appropriations Act on November 13, 1995, he enacted Public Law 104-50, Section 348 which directed the FAA to implement a new acquisition management system by April 1, 1996. This system is to provide more timely and cost effective acquisitions. With the enactment of this law the FAA is exempt from several procurement laws, some of which are the Federal Acquisition Regulation (FAR), Small Business Act, and the Brooks Act.

The new AMS emphasizes the use of competition, the use of commercial off the shelf products known as (COTS), and emphasizes a common sense approach to contracting using prudent business judgment. When appropriate individual procurements may be set aside for competition award among small business concerns. Under the new AMS, FAA will continue vigorous outreach efforts to provide opportunities to Socially and Economically Disadvantaged Business (SEDB) concerns. Awards through the SEDB set-aside program will be accomplished on a competitive basis directly to firms who are certified 8(a) firms.

The FAA will be using a screening process to determine which offeror provides the best value. The Screening Information Request (SIR) will be used to obtain specific information from vendors such as documentation, presentation, proposal or bidding agreements. This process is flexible and allows for 3 types of screenings: (1) Qualification Screening, (2) Screening Information, and (3) Request for Offerors. The SIR will contain key discriminators that will communicate to vendors the required qualifications.

Qualified Vendors Lists (QVL) may be established to obtain only those vendors who meet FAA's specific minimum requirements. This ensures that time spent by the FAA will be with those vendors who have the specified required product or services. Once this QVL is established the FAA may elect to solicit offers from those vendors on the QVL. The QVL will be evaluated and updated no less than on an annual basis.

Projects over \$100,000 will have a public announcement. Federal Business Opportunities (FedBiz Opps) (formerly EPS) and the Commerce Business Daily (CBD) will be considered. The CBD is no longer mandatory. Other selected means such as plan centers, newspapers, periodicals, and public postings may be considered. The bidders mailing list will no longer be active. The Internet is one avenue for the FAA to use. Projects listed on the Internet can be accessed through FAA's home page address at <http://www.faa.gov>. Small Businesses can also register with the FAA online at <http://www.faa.gov/sbo/index.htm> on the FAA's Small Business Registration Database named Source-Net.





- Public Announcement \$100,000 (Internet or other means.)
- Flexible time requirement
- No content requirements
- May talk to one, some, or all
- Award Best Value
- Flexible screening process, use Screening Information Request (SIR)
- Past performance always considered
- Competition preferred method, two or more (can be a phone call)
- FAA will resolve with Alternative Dispute Resolution (ADR)
- Award directly to contractor SBA provides 8(a) verification
- GSA when best value
- A/E flexible and faster
- Brand name, model #, acceptable
- Best Value
- Competitive SEDB (Socially & Economically Disadvantaged Business) 8(a) certified firms

This page has been provided by the FAA Small Business Office. For more information, contact the small business office directly at (202) 267-8862.

### ***FAA Airport and Airway Improvement Act***

The FAA grants funds to airport authorities for airport development, planning, and noise compatibility projects under the Airport and Airway Improvement Act of 1982, as amended. During FY 1999, \$1.4 billion in contracts was FAA funded.

Grants are made to municipalities, counties, states, and other entities. Planning funds include those for airport master plans that address aviation needs during a 20-year period. Typical work under a development project includes land acquisition; site preparation; construction, alteration, and repair of runways, taxiways, aprons, and roads within airport boundaries; construction and installation of lighting, utilities, navigational aids, and aviation-related weather reporting equipment; limited terminal development at commercial service airports; aircraft rescue/fire fighting training facilities; and air and water quality projects. Grants may not be made for the construction of hangars, parking areas for automobiles, for buildings not related to the safety of persons on the airport, or for art objects or decorative landscaping.

Airport grantees are subject to the requirements of the DOT concerning disadvantaged business enterprise (DBE). Currently, more than 1000 airport authorities have implemented programs for participation of DBEs in FAA-assisted contracting. In addition, legislation enacted in 1987 requires that to the maximum extent practicable, DBE's own and operate at least 10% of the concessions doing business at federally funded airports.

Larger commercial service airports, known as "primary" airports, are required to implement a DBE concession plan. A primary airport is one that has more than 10,000 passengers enplaned annually. Currently, 420 primary airports are required to implement a DBE concession plan. Concessions covered by the plan include rental cars, food and beverage services, gift shops, duty free sales, newsstands, barbershops, hotels, banks, bookstores, travel agencies, and baggage carts.



Airports are prohibited from entering into long-term concession agreements which grant the exclusive right to operate a concession service, unless provision is made for adequate DBE participation.

Since each airport awards its own contracts, firms wishing to become certified as eligible DBE's are encouraged to make direct contact with individual airports. These airports will be able to advise firms on projected contracting and concession activities. A listing of all airports having a DBE program is available from:

***FAA Headquarters, FAA Office of Civil Rights in Washington DC:***

Federal Aviation Administration  
800 Independence Avenue, S.W.  
Washington, D.C. 20591

Fanny Rivera  
Assistant Administrator  
Office of Civil Rights (ACR-1)  
David Micklin, Supervisor  
External Program Team (ACR-4)  
Telephone: (202) 267-3270



## Federal Highway Administration (FHWA)

The Federal Highway Administration (FHWA) is responsible for administering the multi-billion dollar Federal-Aid Highway Program and for administering, jointly with the National Highway Traffic Safety Administration, State and community highway safety programs. Under the Federal-Aid Highway Program, FHWA provides financial assistance to State highway agencies for planning, designing, environmental assessments, constructing and rehabilitating the Interstate Highway System, other National Highway System projects, and those transportation-related projects eligible for the Surface Transportation Program. Under the Federal-Aid program and State and community highway safety programs, individual States act as the contracting agencies responsible for the expenditure of most of the available funds.

Under the Federal Lands Highway Program and the Emergency Relief Program on Federally-Owned Roads, FHWA is responsible for working with Federal land-owning agencies to design, procure, and administer the construction or improvement of Federal roads. Under these programs, FHWA procures design and construction services and is responsible for the expenditure of available funds.

The FHWA is the recognized authority on highway construction technology and design. Much of its work contributes to advancements in the state-of-the-art in various technologies. Under the Nationally Coordinated Program of Highway Research, Development, and Technology, FHWA coordinates an extensive research, development, and technology transfer program. The coordinated program includes such major categories as safety, Intelligent Transportation Systems (ITS), pavements, structures, materials, policy, planning, and environment and right-of-way. The research program endeavors to improve the quality and durability of highways and streets, reduce construction and maintenance costs, and reduce the negative impacts of highway transportation. The FHWA Technology Transfer Program, designed to encourage the application of new technology by highway agencies, uses contractors with marketing and training skills, as well as technical expertise, to present new technologies. Engineering disciplines involved in FHWA contracts include civil, mechanical, geo-technical, chemical, hydraulic, electrical, environmental, and human factors.

The FHWA is increasing its emphasis on improving traffic safety and reducing congestion through the application of advanced electronic, communications, and sensor techniques. Additionally, FHWA is partnering with states and cities to undertake planning studies to assess applications of ITS services and technologies on existing highway infrastructures. When circumstances warrant outside assistance in research work other than through contract agreements, FHWA may solicit participation through grants, cooperative agreements, and collaborative research agreements.

The FHWA responsibility to improve safety involves the research and administration of a wide variety of activities, ranging from accident investigation to highway design, improvement and use. The FHWA programs are designed to meet the increasing demands for solutions to urgent safety problems and providing new, longer-range initiatives in safety hardware, driver aids, traffic operations, and systems performance measurement. In addition, FHWA provides technical assistance and advice on highway engineering and administration to foreign nations through the Agency for International Development, the Export-Import Bank, and other international lending institutions.

Contracting authority is delegated to the Office of Acquisition Management in the Washington Headquarters and to the Eastern, Central, and Western Federal Lands Highway Division Offices. The Office of Acquisition Management awards all FHWA R&D contracts and all contracts for services and equipment in support of FHWA highway planning, research, training, and related support services. The Office of Acquisition Management procures supplies, materials, equipment, and professional services related to R&D, construction, and other program responsibilities. It will continue to provide acquisition services to the new Federal Motor Carrier Safety Administration to support the safety and motor transportation mission.



The FHWA Federal Lands Highway Division Offices award contracts for survey, design, and construction of forest highways, park roads and parkways, Indian Reservation roads, Defense Access roads and other roadways that provide access to or within Federal lands. These contracts are awarded by the three division offices located in Sterling, Virginia; Denver, Colorado; and Vancouver, Washington.

### ***Headquarters and Federal Lands Highway Division Offices***

#### **Federal Highway Administration Office of Acquisition Management**

Room 4410  
400 Seventh Street, SW.  
Washington, D.C. 20590

Mr. Frank Waltos  
Telephone: (202) 366-4205

Ms. Donna McAleer, (202) 366-4270  
4th Floor Bulletin Board, NE. Corner

#### **Federal Highway Administration Central Federal Lands Highway Division**

555 Zang Street  
Lakewood, Colorado 80228

Ms. Suzanne M Schmidt, P.E.  
Contract Development Engineer  
Telephone: (303) 716-2156  
Bulletin Board, 4th Floor West End

#### **Federal Highway Administration Eastern Federal Lands Highway Division**

21400 Ridgetop Circle  
Sterling, Virginia 20166

Mr. Gary Brown, Eng. Coord. Eng  
Telephone: (703) 285-0082

Mr. Richard Szymoniak,  
Procurement Analyst - Room 378  
Telephone: (703) 404-6205

#### **Federal Highway Administration Western Federal Lands Highway Division**

610 East Fifth Street  
Vancouver, Washington 98661

Mr. Bill Parsons  
Telephone: (360) 696-7753

Ms. Patricia Mahurin  
Telephone: (360) 696-7594



## ***Supportive Services Program***

The Federal Highway Administration has made pivotal changes to their field organization and to their headquarters structure to become a more efficient and responsive agency. Resource Centers (RCs) have been established in Atlanta, Baltimore, Olympia Fields (near Chicago) and San Francisco. Each of the four RCs serve a core constituency of State-level Federal-aid and motor carrier division offices and Agency partners and customers in designated States. The fundamental purpose of the RCs is to serve in a support and advisory capacity to the division offices in their primary role of program delivery to State departments of transportation, metropolitan planning organizations, and other partners and customers responsible for providing highway transportation and safety services.

The new headquarters structure is designed around five core business areas: Infrastructure, Operations, Environment and Planning, Safety and Federal Lands Highway. It also includes eight cross-cutting support units: Policy, Administration, Research, Development, and Technology, Chief counsel, Civil Rights, Public Affairs, Professional Development, and Corporate Management.

### ***FHWA Resource Centers***

#### **Eastern Resource Center**

10 S. Howard Street, Suite 4000  
Baltimore, MD 21201  
Telephone: (410) 962-0093  
Hours of Duty: 7:45 - 4:15 EST

#### **Southern Resource Center**

Suite 17T26  
61 Forsyth Street, SW  
Atlanta, GA 30303  
Telephone: (404) 562-3570  
Hours of Duty: 7:30 - 4:00 EST  
Mary Shaw

#### **Midwestern Resource Center**

19900 Governors Drive  
Suite 301  
Olympia Fields, IL 60461-1021  
Telephone: (708) 283-3510  
Hours of Duty: 7:30 - 4:15 CST

#### **Western Resource Center**

201 Mission Street  
Suite 2100  
San Francisco, CA 94105  
Telephone: (415) 744-3102  
Hours of Duty: 7:45 - 4:15 PST



## **Federal Motor Carrier Safety Administration (FMCSA)**

The Federal Motor Carrier Safety Administration was established within the Department of Transportation on January 1, 2000, pursuant to the Motor Carrier Safety Improvement Act of 1999 [Public Law No. 106-159, 113 Stat. 1748 (December 9, 1999)]. Formerly a part of the Federal Highway Administration, the Federal Motor Carrier Safety Administration's primary mission is to prevent commercial motor vehicle-related fatalities and injuries. Administration activities contribute to ensuring safety in motor carrier operations through strong enforcement of safety regulations, targeting high-risk carriers and commercial motor vehicle drivers; improving safety information systems and commercial motor vehicle technologies; strengthening commercial motor vehicle equipment and operating standards; and increasing safety awareness. To accomplish these activities, the Administration works with Federal, state, and local enforcement agencies, the motor carrier industry, labor safety interest groups, and others.

### ***Programs***

#### **Motor Carrier Safety Assistance Program**

The Motor Carrier Safety Assistance Program is a Federal grant program that provides states with financial assistance for roadside inspections and other commercial motor vehicle safety programs. It promotes detection and correction of commercial motor vehicle safety defects, commercial motor vehicle driver deficiencies, and unsafe motor carrier practices before they become contributing factors to crashes and hazardous materials incidents. The program also promotes the adoption and uniform enforcement by the states of safety rules, regulations, and standards compatible with the Federal Motor Carrier Safety Regulations and Federal Hazardous Materials Regulations.

#### **Regulatory Compliance and Enforcement**

The Administration's compliance reviews and enforcement activities and the states' roadside inspection activities are the principal means of ensuring that the Federal Motor Carrier Safety Regulations and the Federal Hazardous Materials Regulations are enforced. Compliance and enforcement efforts are enhanced through the Performance and Registration Information Systems Management (PRISM) program, a Federal and state partnership to improve safety performance and remove high-risk carriers from the nation's highways. Through PRISM, compliance reviews are conducted on unsafe motor carriers and their safety performance is monitored and tracked. Continued poor safety performance may result in a Federal Operations Out-of-Service Order/unfit determination in conjunction with the suspension and/or revocation of vehicle registration privileges.

#### **Licensing and Insurance (L&I)**

With the closing of the Interstate Commerce Commission (ICC) the licensing and insurance responsibility were transferred to the Office of Motor Carrier and now to the Federal Motor Carrier Safety Administration. For further information, please contact our office at 202-358-7028 or 7029 or for status information on your application/authority, how to apply (see forms) you may go to our other web pages at <http://fhwali.volpe.dot.gov/>.

#### **Commercial Drivers License Program (CDL)**

The Administration develops, issues, and evaluates standards for testing and licensing commercial motor vehicle drivers. These standards require states to issue a Commercial Driver's License only after drivers pass knowledge and skill tests that pertain to the type of vehicle operated. States are audited every three years to monitor compliance with Federal standards; noncompliance could result in loss of Federal funding.



## Data and Analysis

The Administration collects and disseminates safety data concerning motor carriers. Data collected by Federal safety investigators and state partners from roadside inspections, crashes, compliance reviews, and enforcement activities are indexed by carrier. This information provides a national perspective on carrier performance and assists in determining Administration and state enforcement activities and priorities. Combined with data from other sources (including the National Highway Traffic Safety Administration), extensive analysis is performed to determine trends in performance by carrier and other factors such as cargo, driver demographics, location, time, and type of incident. Based on identified trends, the Administration directs resources in the most efficient and effective manner to improve motor carrier safety.

## Research and Technology Program

The Administration identifies, coordinates, and administers research and development to enhance the safety of motor carrier operations, commercial motor vehicles, and commercial motor vehicle drivers. The Administration promotes the use of information systems and advanced technologies to improve commercial vehicle safety, simplify government administrative systems, and provide savings to states and the motor carrier industry.

## Border and International

The Administration supports the development of compatible motor carrier safety requirements and procedures throughout North America in the context of the North America Free Trade Agreement (NAFTA). It supports programs to improve the safety performance of motor carriers operating in border areas through special grants to states for enforcement activities and, in cooperation with other Federal agencies, it supports the development of state safety inspection facilities. The Administration participates in international technical organizations and committees to share best practices in motor carrier safety.

## Other

**Hazardous Materials**- The Administration enforces regulations for the safe transportation of hazardous materials by highway and rules governing the manufacture and maintenance of cargo tank motor vehicles, as set forth in Chapter 51 of Title 49 of the United States Code.

**Household Goods**- The Administration has established a task force to identify and investigate those household good carriers which have exhibited a substantial pattern of consumer abuse. Consumer awareness/self-help packages are available.

**Hotline**- The Federal Motor Carrier Safety Administration provides a toll-free hotline for reporting dangerous safety violations involving a commercial truck or bus: 1-888-DOT-SAFT (1-888-368-7238).

## *Major Field Organizations:*

### **Eastern**

10 S. Howard Street, Suite 4000  
410-962-0077  
Baltimore, MD 21201-2819

### **Southern**

61 Forsyth Street, SW., Suite 17T75  
404-562-3600  
Atlanta, GA 30303-3104

### **Midwestern**

19900 Governors Drive, Suite 210  
708-283-3577  
Olympia Fields, IL 60461-1021

### **Western**

201 Mission Street, Suite 2100  
415-744-3088  
San Francisco, CA 94105



The FMCSA also maintains division offices in each state. You can find a listing of them at <http://www.fmcsa.dot.gov/aboutus/fieldoffs.htm> .

***For Further Information:***

Contact the Federal Motor Carrier Safety Administration, 400 Seventh Street SW., Washington, DC 20590.  
Phone: 202-366-2519. Internet: <http://www.fmcsa.dot.gov>.

***The following individual is responsible for generating and managing the procurement requirements for FMCSA:***

Mr. Frank Waltos  
400 7th Street, S.W., Room 4404  
Washington, DC 20590  
Telephone: (202)366-4205





## **Federal Railroad Administration (FRA)**

The Federal Railroad Administration (FRA) monitors the safety activities of the nation's railroads through regulations, compliance inspections, and accident investigations. Research includes safety improvement, freight and passenger vehicle systems, freight and passenger economics, and railroad management. From the Washington, D.C. offices, research contracts requiring engineering, economics, and management disciplines are awarded in such areas as vehicle aerodynamics and dynamics, safety systems, intermodal equipment, passenger safety and comfort, equipment utilization, and management information. A small number of ADP service contracts, along with supplies, office equipment and services are awarded.

### ***The FRA procurement office is:***

Federal Railroad Administration  
Office of Procurement, (RAD-30)  
1120 Vermont Ave., Rm.6126  
Washington, D.C. 20005  
Telephone: (202) 493-6130

### ***The FRA Small Business Specialists are:***

Mr. Carl-Martin Ruiz  
Director, Office of Civil Rights  
(ROA-10)  
Federal Railroad Administration  
1120 Vermont Ave., Rm.7095  
Stop 5  
Washington, D.C. 20005  
Telephone: (202) 493-6010

Ms. Illona Williams  
Director, Office of Acquisition and Grants Services  
(RAD-30)  
1120 Vermont Ave., Rm.6125  
Washington, D.C. 20005  
Telephone: (202) 493-6130

### ***FRA Small Business Specialist with the Office of Civil Rights:***

Ms. Rhonda Dews  
1120 Vermont Ave NW, Rm.7095  
Washington, D. C. 20590  
Telephone: (202) 493-6011

### ***Simplified Acquisitions for the FRA are administered by:***

Ms. Dana Hicks, RAD-30  
1120 Vermont Ave., Rm.6126  
Room 8222  
(202) 493-6131



***The Mailing Address for FRA is:***

400 7th Street, S.W.  
Stop 50  
Washington, D.C. 20590

Simplified acquisition solicitations are posted on the FRA Bulletin Board, near Room 6126.

The FRA also makes Federal funds available to several railroads. For information regarding possible procurement opportunities with the railroads, you may contact the address shown above.



## **Federal Transit Administration (FTA)**

The Federal Transit Administration (FTA) administers programs under the Transportation Equity Act for the 21st Century that provide Federal financial assistance to grant recipients, such as states, local transit systems and planning agencies, for the development of efficient and coordinated mass transit systems throughout the Nation.

The FTA external grants program provides over \$4.0 billion for:

- Acquisition and improvement of facilities and equipment.
- Planning, engineering, and designing of mass transportation projects as part of a comprehensive development plan.
- Training of personnel employed in mass transit.
- Research, development, and demonstration projects in all phases of mass transit.
- Project management oversight.

Grant recipients offer a wide range of contracting and procurement opportunities to minority, women-owned and other disadvantaged firms in the areas of professional services, construction, equipment and supplies.

Using FTA funds, transit systems contract with transit vehicle manufacturers (TVMs) to purchase vans, buses and railcars. In the manufacture of such vehicles, TVMs offer contracting opportunities to DBE equipment and components manufacturers and suppliers.

***Information on FTA grants to state and local transit agencies and listings of these grant recipients' and TVMs' DBE liaison officers are available from FTA's Office of Civil Rights by contacting:***

Mr. Arthur Andrew Lopez  
Director, Office of Civil Rights  
Federal Transit Administration  
400 7th Street, S.W., Room 9100  
Washington, D.C., 20590  
Telephone: (202) 366-4018

Mr. Akira Sano  
Team Leader  
Federal Transit Administration  
400 7th Street, S.W., Room 9100  
Washington, DC 20590  
Telephone: (202) 366-0804

***The Small Business Specialist for the Office of Procurement (Direct Contracting) is:***

Mr. Darren L. Brown  
400 7th Street, S.W., Room 9101  
Washington, DC 20590  
Telephone: (202) 366-8922  
darren.brown@fta.dot.gov



*Data regarding FTA grants made to specific local transit agencies can be obtained from the following FTA Regional Civil Rights Officers:*

**Region I**

(ME, VT, NH, MA, RI, CT)

Mr. David Soloman

Volpe Center

55 Broadway, Suite 920

Cambridge, MA 02142-2397

Telephone: (617) 494-2865

Fax: (617) 494-2865

E-mail: david.soloman@fta.dot.gov

**Region V (MN, WI, MI, OH, IN, IL)**

Ms. Rhonda Reed

200 W. Adams, Suite 2410

Chicago, IL 60606

Telephone: (312) 353-2789

Fax: (312) 886-0351

E-mail: rhonda.reed@fta.dot.gov

**Region II**

(NY, NJ)

Mr. John Prince

One Bowling Green, Room 429

New York, New York 10004

Telephone: (212) 668-2179

Fax: (212) 668-2136

E-mail: john.prince@fta.dot.gov

**Region VI**

(NM, TX, OK, AR, LA)

Mr. William Jones

819 Taylor St., Rm. 8A36

Fort, Texas 76102

Telephone: (817) 978-0558

Fax: (817) 979-0575

E-mail: william.jones@fta.dot.gov

**Region III**

(PA, MD, DE, VA, WV)

Ms. Deborah Haines

1760 Market Street, Suite 500

Philadelphia, PA 19103-4124

Telephone: (215) 656-7100

Fax: (215) 656-7260

E-mail: deborah.haines@fta.dot.gov

**Region VII**

(NE, IA, MO, KS)

Ms. Gloria Dixon

6301 Rockhill Road, Suite 303

Kansas City, Missouri 64131-1117

Telephone: (816) 523-0204

Fax: (816) 523-0927

E-mail: gloria.dixon@fta.dot.gov

**Region IV**

(KY, TN, NC, SC, GA, AL, MS, FL)

Mr. Frank Billue

61 Forsyth Street, S.W., Suite 17T50

Atlanta, GA 30303-8917

Telephone: (404) 562-3528

Fax: (404) 562-3505

E-mail: frank.billue@fta.dot.gov

**Region VIII**

(CO, UT, WY, SD, ND, MT)

Ms. Ruth Marks

Columbine Place, Suite 650

216 Sixteenth Street

Denver, CO 80202-5120

Telephone: (303) 844-3242

Fax: (303) 844-4217

E-mail: ruth.marks@fta.dot.gov



**Region IX**

(CA, NV, AZ, HI)

Mr. Derin Jordan

201 Mission Street, Suite 2210

San Francisco, CA 94105-1839

Telephone: (415) 744-3116

Fax: (415) 744-2726

E-mail: [derin.jordan@fta.dot.gov](mailto:derin.jordan@fta.dot.gov)**Region X**

(AK, WA, OR, ID)

Mr. Herman Payton

Jackson Federal Building

915 Second Avenue, Suite 3142

Seattle, WA 98174-1002

Telephone: (206) 220-7954

Fax: (206) 220-7959

E-mail: [herman.payton@fta.dot.gov](mailto:herman.payton@fta.dot.gov)

## Maritime Administration (MARAD)

The Maritime Administration (MARAD) is responsible for promoting, developing, and maintaining a U.S. Merchant Marine capable of meeting the nation's shipping needs for both domestic and foreign commerce and the national security. MARAD assists the maritime community in the areas of ship design and construction, development of advanced transportation systems and promotion of the use of U.S. flag vessels.

In administering provisions of the Merchant Marine Act of 1970, MARAD actively engages in such key maritime areas as financial assistance, operations, commercial development, and manpower development. MARAD also operates the U.S. Merchant Marine Academy at Kings Point, New York. In addition, MARAD maintains a National Defense Reserve Fleet of merchant ships in three anchorages in the U.S.: James River, Virginia; Beaumont, Texas; Suisun Bay, California; and at various outport locations throughout the continental United States.

The Maritime Administration has contracting requirements for administrative and operational needs at Washington Headquarters, three Regional offices, the U.S. Merchant Marine Academy, and three reserve fleet sites. The Maritime Administration also has requirements for repair of Government-owned vessels under its control. These repair requirements generally require the bidder to be a holder of, or agree to the terms and conditions of, MARAD's Master Lump Sum Repair Agreement (MLSRA). Interested applicants are required to provide information to prove active engagement in the business of domestic ship repair, alteration, conversion, reconversion of or additions to ships. Information relative to applications are periodically posted on Electronic Posting System (EPS) or may be obtained by contacting the Washington office. Information may be obtained directly from the U.S. Merchant Marine Academy concerning its requirements; individual ship repair and towing requirements information may be obtained from the appropriate regional Contracting Officer; inquiries on other requirements should be directed to the Washington office. Each contracting office maintains its own file of Solicitation Mailing List Applications (SF 129); applicants should transmit a copy to each office of interest.

Maritime Administration  
Headquarters Office  
400 7th Street, S.W.  
Washington, D.C. 20590  
Attn: Office of Acquisition MAR-380, Room 7310  
Rita C. Thomas\* (202) 366-2802

Maritime Administration  
South Atlantic Region  
Building 4D, Room 211 \*  
7737 Hampton Blvd  
Norfolk, VA 23505  
Milton Spears \*, (757) 441-3245

Maritime Administration  
U.S. Merchant Marine Academy  
Kings Point, New York 11024-1699  
Attn.: Procurement Department  
Furuset Hall, Room 212 \*  
Frank Todesco\*, (516) 773-5258

Maritime Administration  
Central Region Headquarters  
Hale Boggs Federal Building  
501 Magazine Street, Room 1223  
New Orleans, LA 70130-3394  
Thomas Bostic, (504) 589-2000 ext 241\*

Maritime Administration  
Western Region Headquarters  
201 Mission Street, Suite 2200  
San Francisco, CA 94105  
Jim Bartha, (415) 744-2924

**\*For information regarding simplified acquisitions and where Simplified Acquisition Locations are posted.**



***Listed below are the supplies and services acquired by all of the Maritime Administration offices, except as noted:***

- General Industrial Buildings and Warehouses
- Magnesium Anodes
- Electric Cable
- Wire Rope
- Pumps and Pumping Equipment
- Motors and Generators
- Ship Repairing
- Boat Building and Repairing
- Tugboat Towing Services
- Food Services
- Cleaning and Maintenance \*\*
- Prepackaged Computer Software \*\*
- Computer Processing \*\*
- Data Preparation Services \*\*
- Marine Research and Development/Maritime Industry
- Economic and Market Studies
- Architectural/Marine Engineering Services \*\*

\*\* Washington DC office only.

Questions related to the administration of small business programs may be directed to the Headquarters representative; specific inquiries related to procurements of an individual field office should be directed to the field small business specialist.

***Small Business Specialists:***

Headquarters	Rita C. Thomas	(202) 366-2802
Western Region	Jim Bartha	(415) 744-2924
Central Region	Thomas R. Bostic	(504) 589-6583
S. Atlantic Region	Milton Spears	(804) 441-3245



## **National Highway Traffic Safety Administration (NHTSA)**

The National Highway Traffic Safety Administration (NHTSA) was established by the Highway Safety Act of 1970 as the successor to the National Highway Safety Bureau, to carry out safety programs under the National Traffic and Motor Vehicle Safety Act of 1966 and the Highway Safety Act of 1966. NHTSA also carries out consumer programs established by the Motor Vehicle Information and Coast Savings Act, as amended.

NHTSA's mandate is to reduce deaths, injuries, and economic losses resulting from motor vehicle crashes. This is accomplished by setting and enforcing safety performance standards for motor vehicles, and through grants to state and local governments to enable them to organize, develop, and implement their highway safety programs more effectively.

NHTSA investigates safety defects in motor vehicles, sets and enforces fuel economy standards, provides leadership to the states and local communities to reduce the threat of drunk drivers, promotes the use of safety belts, child safety seats and automatic protection, investigates odometer fraud, establishes and enforces vehicle theft regulations, and provides consumer information on motor vehicle safety and the crash worthiness of new cars.

NHTSA also conducts research on driver behavior and traffic safety, and develops the most efficient and effective means of bringing about safety improvements.

NHTSA procures research, development, test and evaluation services aimed at establishing safety standards for motor vehicles in interstate commerce, reducing accidents involving motor vehicles and reducing the deaths and injuries occurring in such accidents.

NHTSA contracts with private industry, educational institutions, and nonprofit organizations for studies involving crash protection, crash avoidance, and crash survivability characteristics of vehicles, and for the test and evaluation of vehicle components and accessories.

### ***All NHTSA procurement activities are administered by its Washington, D.C. headquarters:***

National Highway Traffic Safety Administration  
Office of Contracts and  
Procurement (NAD-30)  
400 7th Street, SW, Room 5301  
Washington, D.C. 20590  
Telephone: (202) 366-0607

### ***Simplified Acquisitions for NHTSA are administered by:***

Ms. Janice Flemming, NAD-30  
Contracting Officer, Supervisor  
400 7th Street, S.W.  
Room 5301  
Washington, D.C. 20590  
(202) 366-9887

Simplified Acquisition solicitations are posted in Room 5301.





## Research and Special Programs Administration (RSPA)

The Research and Special Programs Administration (RSPA) has the responsibility to plan, develop, initiate, and manage programs in all fields of transportation research and development. Particular efforts are made on transportation systems problems, advanced transportation concepts, and on multi-modal transportation. RSPA also develops and maintains vital statistics and a related transportation information database.

RSPA is composed of the Office of Hazardous Materials Safety, the Office of Pipeline Safety, the Office of Research Technology and Analysis - composed in part by the Volpe National Transportation Systems Center, the Office of Emergency Transportation and the Transportation Safety Institute.

The Volpe National Transportation Systems Center, <http://www.volpe.dot.gov>, located in Cambridge, Massachusetts, is the Department's multimodal research facility. The Volpe Center develops integrated system approaches to critical transportation issues, particularly those which cut across multiple modes of transportation. *The Volpe Center does not receive funding via "line-items" in the federal budget, rather it is funded entirely by its customers.* Customers include the Department of Transportation and other government departments and agencies. The Volpe Center serves as a bridge between federal, state, and local levels of government, private industry and academia. The Volpe Center is structured to encourage creative exchanges that lead to innovative and cross-disciplinary solutions to complex transportation problems.

The Transportation Safety Institute designs and conducts training programs responsive to the requirements of Government and industry as expressed by the Operating Administrations of the Department.

One of RSPA's most important responsibilities is to assure the continued, smooth operation of the nation's civil transportation system in the event of an emergency, including preventing service disruptions caused by national disasters or man-made crises, and facilitation of transportation in support of mobilization. This program, conducted by RSPA's Office of Emergency Transportation, includes the development and implementation of plans and procedures covering the entire spectrum of emergency preparedness.

The Office of University Research and Education provides a central point of contact for the Department with the academic community. Its purpose is to stimulate broad-based university attention to a wide range of transportation issues and problems of intermediate and long term nature. For information on this program, contact Elaine E. Joost, Director, on (202) 366-5442.

### ***The RSPA procurement offices are:***

Research and Special Programs Administration  
Office of Management & Administration  
Acquisition and Management Division, DMA-30  
400 7th Street, S.W., Room 7108  
Washington, D.C. 20590  
Telephone: (202) 366-5180

### ***RSPA/Volpe Transportation Systems Center:***

Acquisition Division, DTS-85  
Building #4, Room 250  
55 Broadway  
Kendall Square  
Cambridge, MA 02142-1093  
Telephone: (617) 494-2145



***Simplified Acquisitions for RSPA are administered by:***

Ms. Lisa Wilusz  
 Research and Special Programs Administration  
 Office of Management and Administration  
 Contracts and Procurement Division, DMA-30  
 400 7th Street SW, Room 7104  
 Washington, DC 20590  
 Telephone: (202) 366-5513  
 E-mail: lisa.wilusz@rspa.dot.gov

***RSPA/Volpe National Transportation Systems Center:***

Mr. Orrin Cook, DTS-852  
 RSPA/Volpe National Transportation Systems Center  
 Contracts and Business Processes Branch, DTS-852  
 Building #4, Room 295A  
 55 Broadway  
 Kendall Square  
 Cambridge, Ma 02142-1093  
 Telephone: (617) 494-2593

Frank Tupper - Director  
 Transportation Safety Institute  
 P.O. Box 25082  
 Attn.: DTI-1  
 Oklahoma City, OK 73125-5050  
 Telephone: (405) 954-3159  
 Small Purchases: Ms. Judy I. Richey  
 Telephone: (405) 954-3159

***The Small and Disadvantaged Business Utilization Liaison Officer at RSPA/Volpe Center is:***

Laura A. Dionne  
 Procurement Analyst/Small Business Liaison  
 US Department of Transportation  
 Volpe Center, Kendall Square  
 55 Broadway, Room# 2103  
 Cambridge, MA  
 Telephone: (617) 494-2389

Simplified Acquisition solicitations are posted in Room 2105, Building 4 of the Volpe Transportation Systems Center URL address <http://www.volpe.dot.gov/procure/current.html>.



## United States Coast Guard (USCG)

The U.S. Coast Guard (USCG) enforces Federal laws on the high seas and U.S. navigable waters, including the U.S. fisheries laws. It performs search and rescue missions, administers the merchant marine safety program, directs boating safety, maintains maritime navigation aids, performs oceanographic research, conducts meteorology and polar operations, regulates pilotage on the Great Lakes, and enforces pollution control. In addition, the Coast Guard, in its role as a military service, maintains a reserve to augment its ranks during wars or national emergencies.

Supplies, equipment and services are procured by Coast Guard Headquarters in Washington, D.C.; two Regional Maintenance and Logistics Commands (MLC) located in Alameda, California and Norfolk, VA ; two Facilities Design and Construction Centers in Norfolk, Virginia and Seattle, Washington; six Civil Engineering Units located in Miami, Florida; Cleveland, Ohio; Providence, Rhode Island; Oakland, California; Honolulu, Hawaii and Juneau, Alaska; the Coast Guard Aircraft Repair and Supply Center in Elizabeth City, North Carolina; the Engineering Logistics Center, Baltimore, MD; the Coast Guard Academy in New London, Connecticut; two Coast Guard Training Centers located in Cape May, New Jersey and Petaluma, California; the Coast Guard Reserve Training Center in Yorktown, Virginia; the Coast Guard Aviation Training Center in Mobile, Alabama; and the Coast Guard National Pollution Funds Center in Arlington, Virginia.

In addition to the locations identified above, the Coast Guard has Simplified Acquisition procedures offices located at Headquarters, the MLCs, Integrated Support Commands (ISC), and various other smaller units located throughout the world.

The MLC's are responsible for providing the required support to districts in executing Coast Guard missions. They also provide support for all Headquarters units in their geographical areas. Three divisions within the MLC contain procurement activities: the Vessel Technical Support Division, the Shore Technical Support Division (of which the Facilities Design and Construction Centers are a part), and the Finance Division. The MLCs contract for navigational aids such as buoys, for the repair and replacement of parts on ships, for the modification of existing vessel equipment to meet new requirements, for the clean-up of oil pollution in rivers and oceans, for the safe disposal of hazardous waste material, for medical equipment and services, and for the construction services needed to support Coast Guard operating units.

As a member of the Armed Forces, the Coast Guard also programs a significant portion of its procurement through the Department of Defense.

The Small Business Program Officer is located at Coast Guard Headquarters (G-CPM-S/1) with collocated Small Business Specialists (SBS) at Headquarters and at each MLC. There are also several designated Small Business Specialists and Assistant Small Business Specialists (ASBS).

Small businesses are advised to first contact the SBS or ASBS in specific procurement offices. If there are further questions about the program, then contact the Small Business Program Manager (See Office of Procurement Management ).



## **Coast Guard Headquarters**

### ***Office of Procurement Management (G-CPM)***

**Note:** This is not a buying activity. Small Business policy is handled in this office.

Ms. Phyllis Miriashtiani (G-CPM-S/1)  
 Small Business Program Manager  
 2100 Second Street, SW  
 Rm. 2606  
 Washington, DC 20593-0001  
 Telephone (202) 267-1172

### ***Office of Contract Support (G-ACS)***

#### **Procurement Office Addresses**

Commandant (G-ACS)  
 U.S. Coast Guard Headquarters  
 Room 5208  
 2100 2nd Street, S.W.  
 Washington, DC 20593-0001  
 Mary Kim  
 Telephone: (202) 267-2499  
 Trish Wyatt  
 Small Business Specialist (SBS), Room 5603  
 Telephone: (202) 267-0747

#### **Items Procured**

Aircraft, Vessels, Educational Services, major electronics equipment, medical equipment and services, and all equipment and supplies to outfit new vessels and aircraft, with emphasis in oceanography and other marine sciences, including pollution control and abatement.

## ***Coast Guard Academy***

#### **Procurement Office Addresses**

Command Officer  
 U.S. Coast Guard R&D Center  
 1082 Shennecossett Rd.  
 Groton, CT 06340  
 Ms. Joy Simmons, Chief of Procurement  
 Telephone: (860) 437-6730  
 Ms. Elizabeth DuBois, SBS  
 Telephone: (860) 441-2873

#### **Items Procured**

- Special Studies and Analyses, Utilities, Housekeeping Services (custodial, laundry, food services), Transportation, Research and Development, Education, Maintenance, Repair or Alteration of Real Property, Lease or Rental of Facilities, Environment Supplies and Equipment (water pollution)



### ***Engineering Logistics Center***

#### **Procurement Office Addresses**

Commanding Officer  
U.S. Coast Guard ELC  
2401 Hawkins Pt. Rd  
Code 043.  
Baltimore, MD 21226-5000  
Ms. Vivian Gallups, Chief of Procurement  
Telephone: (410) 762-6407  
Ms. Corrine Sherman, SBS  
Telephone: (410) 762-6442

#### **Items Procured**

Electrical Equipment (switches, fuses, microcircuits, relays, cords) Ropes, Cables, Chains and Fittings, Supplies and Services, Medical/Dental Equipment, Instruments and Laboratory Equipment, Lighting Fixtures and Lamps, Ordnance (arms, ammunition), Deck Machinery, Fuel, Fuel Oils, Miscellaneous Engines and Components, Diesel Engines and Components, Custodial and Janitorial Services, Power and Hand Pumps, Pipe, Tubing, Hose and Fittings, Valves, Gasses (compressed and liquefied), Electrical Motors

### ***Aircraft Repair and Supply Center***

#### **Procurement Office Addresses**

Commanding Officer  
U.S. Coast Guard  
Aircraft Repair & Supply Center Building 63  
Elizabeth City, NC 27909-5001  
Mr. Gus Holzmilller, Chief of Procurement  
Telephone: (919) 335-6436  
Mr. Peter Thomas, SBS  
Telephone: (919) 335-6643

#### **Items Procured**

Aircraft Parts, Ground Servicing Equipment, Fuel, Fuel Oils, Utilities, Engines, Turbines and Components, Engine Accessories, Maintenance and Repair, ADP Services

### ***Maintenance and Logistics Commands - Technical Support Division (Vessel)***

#### **Procurement Office Addresses**

Commander (vpl)  
U.S. Coast Guard Maintenance and Logistics Command (Atlantic)  
300 E. Main St.; Suite 875  
Norfolk, VA 23510-9107  
Mr. John J. Shivickas, Chief of Procurement  
Telephone: (757) 628-4631  
Mr. Peter Frechette, Small Business Specialist  
Telephone: (757) 628-4103

#### **Items Procured**

Dockside Repair, Engine Overhaul, Spare Parts for Vessels, Construction, Ship Repair, Drydocking of New Vessels

#### **Procurement Office Addresses**

Commander (vpl)  
U S Coast Guard Maintenance and Logistics Command (Pacific)  
Coast Guard Island--Building 50-7  
Alameda, CA 94501-5100  
Mr. John Porter, Chief of Procurement and ASBS  
Telephone: (510) 437-3391

#### **Items Procured**

Dockside Repair, Engine Overhaul, Spare Parts for Vessels, Construction, Ship Repair, Drydocking of New Vessels



***Finance Divisions*****Procurement Office Addresses**

Commander (fcp)  
 U.S. Coast Guard Maintenance and  
 Logistics Command (Atlantic)  
 300 E. Main St., Suite 875  
 Norfolk, VA 23510-9107  
 Mr. Ray Hayden, Chief of Procurement  
 Telephone: (757) 628-4105  
 Mr. Peter Frechette, SBS  
 Telephone: (757) 628-4103

**Items Procured**

ADP, Housekeeping, Ground Effect Vehicles, Food  
 Services, Supplies and Services, Medical/ Dental  
 Supplies and Equipment, Security Services, Janitorial  
 Services.

**Procurement Office Addresses**

Commander (fcp)  
 U.S. Coast Guard Maintenance and  
 Logistics Command (Pacific)  
 Coast Guard Island--Building 54A  
 Alameda, CA 94501-5100  
 Ms. Pat Walker, Chief of Procurement  
 Telephone: (510) 437-3684  
 Ms. Sharon May, SBS  
 Telephone: (510) 437-3727

**Items Procured**

ADP, Housekeeping, Ground Effect Vehicles, Supplies  
 and Services, Medical/Dental Supplies and Equipment.

***Facilities Design and Construction Centers*****Procurement Office Addresses**

Commanding Officer  
 U. S. Coast Guard Facilities Design  
 and Construction Center - Atlantic  
 5505 Robin Hood Road, Suite K  
 Norfolk, VA 23513-2400  
 Mr. Bob Bishop, Chief of Contracting  
 Telephone: (757) 852-3487  
 Mr. Peter Frechette, -SBS  
 Telephone: (757) 628-4103

**Items Procured**

Major Construction Projects: Buildings, Structures,  
 Houses, Warehouses, Schools, Building Alterations,  
 A&E Services



**Procurement Office Addresses**

Commanding Officer  
 U.S. Coast Guard Facilities Design  
 and Construction Center-Pacific  
 915 2nd Avenue, Room 2664  
 Seattle, Washington 98174-1011  
 Mr. Kyle Hicks, Chief of Procurement  
 Telephone: (206) 220-7420  
 Ms. Anita Repanich, Assistant SBS  
 Telephone: (206) 220-7426

**Items Procured**

Major Construction Projects: Building, Structures,  
 Houses, Warehouses, Schools, Building Alterations,  
 A&E Services.

***Civil Engineering Units*****Atlantic Area (Mr. Peter Frechette, SBS Telephone: (757) 628-4103)**

Commanding Officer  
 Civil Engineering Unit, Cleveland  
 1240 East 9th Street, Room 2179  
 Cleveland, Ohio 44199-2060  
 Ms. Nancy Thomas,  
 Telephone: (216) 902-6215  
 Chief of Contracting and Asst. SB

Commanding Officer  
 Civil Engineering Unit, Providence  
 Landmark Center, Suite 200  
 Warwick, Rhode Island 02886  
 Ms Mary Herman, Contracting Officer  
 Telephone: (401) 736-1760  
 Chief of Contracting and Asst. SBS

Commanding Officer  
 Civil Engineering Unit, Miami  
 Brickell Plaza Federal Bldg, Rm 65  
 909 SE 1st Avenue  
 Miami, Florida 33131-3050  
 Ms. Pat Lambert  
 Telephone: (305) 278-6720  
 Chief of Contracting and Asst. SBS

**Pacific Area (Ms. Sharon May, Procurement & SBS Telephone: (510) 437-3727)**

Commanding Officer  
 Civil Engineering Unit, Oakland  
 2000 Embarcadero, Suite 200  
 Oakland, California 94606-5000  
 Mr. Jeff Cross  
 Telephone: (510) 535-7236  
 Chief of Contracting  
 Ms. Evelyn Navarro, Asst. SBS  
 Telephone: (510) 536-7248

Commanding Officer  
 Civil Engineering Unit, Honolulu  
 PJKK Federal Bldg  
 300 Ala Moana Blvd., Rm 8122  
 Honolulu, Hawaii 96850-4982  
 Ms. Bonnie Hoe  
 Telephone: (808) 541-2158  
 Chief of Contracting and Asst. SBS

Commanding Officer  
 Civil Engineering Unit, Juneau  
 P.O. Box 21747  
 Juneau, Alaska 99802-1747  
 Mr. Joa O'Malley  
 Telephone: (907) 463-2414  
 Chief of Contracting and Asst. SBS



### *Coast Guard Simplified Acquisition Procedure Offices*

The Coast Guard offices listed below award at different thresholds, **but do not exceed \$100,000**. The solicitation/bid boards are located at or near the rooms provided in each of the addresses below:

(G-HSCa3)  
U.S. Coast Guard Headquarters  
2100 2nd Street, S.W., Room B411  
Washington, D.C. 20593-0001  
Mr. Eric Pagal  
Telephone: (202) 267-1578

National Pollution Funds Center  
4200 Wilson Blvd., Suite 1000  
Arlington, VA 22203  
CWO Maarten Overbeek  
Telephone: (202) 493-6820

Commanding Officer (fp)  
USCG ISC, Boston  
427 Commercial St.  
Boston, Massachusetts 02109  
Jane McKenzie  
Telephone: (617) 223-3159

Commanding Officer(fp)  
USCG ISC, New Orleans  
4640 Urquhart St.  
New Orleans, Louisiana 70117-4698  
Ms. Carmen Ziolkovski  
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Comptroller  
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Portsmouth, Virginia 23703  
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## **Contracting for Oil Spill and Chemical Incident Response, U.S. Coast Guard**

### ***A Role for Minority and Disadvantaged Small Business Working for the U.S. Coast Guard***

There are numerous opportunities for private contractors to assist the Coast Guard in its Marine Environmental Response mission of responding to oil and hazardous chemical spills on the nation's coastline and along inland rivers. The Coast Guard is one of two agencies (the Environmental Protection Agency is the other) who are specifically tasked with immediate response to oil spills and hazardous chemical incidents throughout the country. With passage of the Oil Pollution Act of 1990 (OPA 90), Congress mandated a much more active role for the Coast Guard, with a \$1 Billion fund to support that role.

The Coast Guard has many trained and highly qualified personnel in this field, but since the service acquired this mission in 1972 it has always depended on private contractors, working for those Coast Guard men and women, to actually clean up the oil or remove the hazardous materials. Each year the Coast Guard hires contractors in hundreds of spills, spending millions of dollars to assist it in this important national goal.

The Coast Guard uses Basic Ordering Agreements (BOAs) as a prelude to actual contracts. In oil and chemical spill response, time is critical, and it is in neither the Coast Guard's nor the Contractor's interest to advertise, negotiate, and then sign a contract before the contractor starts providing assistance to the Coast Guard's On-Scene-Coordinator, or OSC. BOAs allow pre-contract negotiation and agreement on prices, capabilities available, response times, payment terms, and other relevant contract provisions. Then, if a spill occurs in the contractor's operating area, his capabilities match those the OSC requires; and the contractor agrees to respond; the contract can be entered into immediately. The Coast Guard OSC may activate such a contract over the phone with the BOA contractor. Then a Coast Guard contracting officer contacts the company to confirm the activation of the BOA and provide prompt written confirmation by express courier, fax, or other suitable means.

What services is the Coast Guard looking for? It can use contractors for: cleanup; disposal; providing equipment, not only boom, skimmers, and vacuum trucks but also earth moving equipment, protective clothing for workers, decontamination facilities, trailers for field offices, even IRM equipment; administrative support of the OSC's efforts; claims processing for people or firms damaged by an oil spill; and a host of other services.

### ***For more information on how to "Get on the CG's BOA List," call:***

Phyllis Miriashtiani	Procurement Management Division, CGHQ	(202) 267-1172
Jack Salmon	Atlantic Area Contracting Branch	(757) 628-4112
Michael Leonard	Pacific Area Contracting Branch	(510) 437-5942

### ***Information provided by:***

USCG National Pollution Funds Center, Arlington, VA



## **Saint Lawrence Seaway Development Corporation (SLSDC)**

The Saint Lawrence Seaway Development Corporation (SLSDC) is a wholly government-owned enterprise responsible for the construction, development, operation, and maintenance of that part of the Seaway within the territorial limits of the United States.

SLSDC procures various types of lock operating equipment, navigation aids, heavy construction equipment, and maintenance parts and materials.

Procurements also include professional services, research projects, construction, development, testing, and demonstration projects and studies.

***A firm interested in doing business with SLSDC should direct its inquiries to:***

Saint Lawrence Seaway Development Corporation  
Linda Harding, Contracting Officer  
180 Andrews Street  
Post Office Box 520  
Massena, New York 13662-0520  
Telephone: (315) 764-3244

Miss Monique Bernham is the Purchasing Agent in charge of simplified acquisitions. Her telephone number is (315) 764-3267.



## Bureau of Transportation Statistics (BTS)

Bureau of Transportation Statistics (BTS) is required by the Intermodal Surface Transportation Act (ISTWA) of 1999 to improve the knowledge base for public decision making, and to improve awareness of the Nation's transportation system and its consequences. BTS complies, analyzes, and makes accessible information of the Nation's transportation systems; collects information on intermodal transportation and other areas as needed; and works to enhance the quality and effectiveness of government statistics. BTS is a statistical agency, a mapping agency, and an organization for transportation analysis. No other Federal agency combines these activities under one roof.

As a statistical agency, BTS is involved in data collection, quality assurance, and dissemination of statistical products. Since transportation exists to overcome geography, BTS is also a mapping agency involved in geographic data and geographic information systems (GIS) technology. BTS does not centralize DOT's many statistical and mapping programs, but rather develops bridges for those programs to provide a complete, accurate picture of transportation.

BTS procures a variety of supplies and services to fulfill its mission which includes, but is not limited to, information technology hardware and software; database programming; local economic and travel pattern analysis; products development and distribution.

BTS' procurement and grant services are provided by TASC's Acquisition Services Business. BTS' solicitations may be posted on FedBiz Opps (formerly known as the Electronic Posting System [EPS]) - <http://www.eps.gov>. For more information on BTS, please visit - <http://www.bts.dot.gov>.

***The following individuals are responsible for generating and managing the procurement requirements for BTS:***

Mr. Jeff Butler  
Chief Engineer, K-10  
400 Seventh Street, S.W., Room 3430  
Washington, DC 20590  
Telephone: (202) 366-9259  
Fax: (202) 366-3640

***The Small Business Specialist for BTS is:***

Ms. Cynthia Blackmon  
U.S. Department of Transportation/TASC  
Acquisition Services, SVC-180  
400 Seventh Street, S.W., Room 5106  
Washington, DC 20590  
Telephone: (202) 366-4968  
Fax: (202) 366-9848



## **Surface Transportation Board (STB)**

The Surface Transportation Board was established January 1, 1996, by the Interstate Commerce Commission (ICC) Termination Act of 1995. While STB is formally part of the US Department of Transportation, it is an independent adjudicatory body responsible for the economic regulation of interstate surface transportation, primarily railroads, within the United States. The STB's mission is to ensure that competitive, efficient, and safe transportation services are provided to meet the needs of shippers, receivers, and consumers.

STB procures a variety of supplies and services to fulfill its mission. STB's procurement services are provided by TASC's Acquisition Services. STB's solicitations may be posted on the Electronic Posting System (EPS) – <http://www.eps.gov>. For additional information on STB, please visit - <http://www.stb.dot.gov>.

***The following individual is responsible for generating and managing the procurement requirements for STB:***

Mr. Tony Jacobik  
1925 K Street, NW, Suite 880  
Washington, DC 20423  
Telephone: (202) 565-1713

***The Small Business Specialist for STB is:***

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## **Transportation Administrative Service Center (TASC)**

The Transportation Administrative Service Center (TASC) is a fee for service organization, which provides a variety of quality services and supplies to its customers. The Acquisition Services line of business within TASC provides a full gamut of procurement and grant services to its customers which include: other TASC lines of businesses; Office of the Secretary; Bureau of Transportation Statistics; Surface Transportation Board, other Operating Administrations within DOT; and other Federal agencies.

To support the mission of its customers, Acquisition Services procures a variety of supplies and services, such as: Information Technology hardware, software and services; telecommunication hardware, software and services; drug and alcohol collection and testing services; facilities management support for the DOT mailroom, warehouse, and parking garages; guard services; EEO investigative services; transportation policies and analysis; training services; and temporary services.

Acquisition Services posts its solicitations on the Electronic Posting System (EPS) – <http://www.eps.gov>. For additional information on TASC or Acquisition Services, please visit - <http://www.tasc.dot.gov>.

### ***Simplified Acquisitions are procured and administered by:***

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US Department of Transportation/TASC  
Acquisition Services, SVC-180  
400 - 7th Street, SW, Room 5106  
Washington, DC 20590  
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## Office of the Secretary of Transportation (OST)

To meet the challenges of the 21st century, the US Department of Transportation (DOT) is preparing to face global markets, environmental challenges, transnational security threats, and a communications and an information revolution. To this end, the Office of the Secretary (OST) continues to develop transportation and transportation-related programs and policies to ensure that DOT's mission is met. DOT's mission is to:

*Serve the United States by ensuring a fast, efficient, accessible and convenient transportation system that meets our vital national interests and enhances the quality of life of the American people, today and into the future.*

The Office of the Secretary procures supplies and services, such as: Information Technology hardware, software and services; telecommunication hardware, software and services; drug and alcohol collection awareness/analysis services; small business assistance and awareness services; transportation policy analysis; and finance related services; etc.

TASC Acquisition Services provides procurement and grants services for the Office of the Secretary. Acquisition Services posts its solicitation on the Electronic Posting System (EPS) – <http://www.eps.gov>. For additional information on TASC or Acquisition Services, please visit - <http://www.tasc.dot.gov>.

### ***Simplified Acquisitions are procured and administered by:***

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